

Global Alliance for Improved Nutrition

Job title:	Administrative Assistant
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Classification:	G1	Direct reports:	0
Work location	Dar es Salaam-Tanzania.	Travel required:	0%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The Administrative Assistant plays a pivotal role in the GAIN Tanzania office, providing efficient and effective support in administrative and logistical matters. Working closely with the Senior finance and administrative assistant, the Finance and Administrative Manager, and project staff, this role ensures smooth coordination of general office operations and acts as a central repository of office information, disseminating relevant meeting and event updates including admin policy changes to staff members promptly.</p>
<p>Tasks and responsibilities</p> <p>Administration and Logistics</p> <ul style="list-style-type: none"> • Organize logistics and assist with correspondence, including reports, contracts, and other administrative documents. • Conduct routine administrative and procurement activities. • Manage front desk duties, providing exceptional care to office visitors. • Receive and submit invoices for the payment processing. • Coordinate general office operations such as supply and equipment purchasing and office maintenance. • Facilitate travel arrangements and accommodation for staff. • Assist in preparing and distributing meeting agendas and packages. • Record meetings, produce and distribute high quality minutes. • Track key actions, outcomes and deliverables from meetings.

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- Procure office petty items within the petty cash thresholds.
- Respond to external stakeholder's queries.

Accounts and Finance

- Ensure compliance with basic Standards contained in the GAIN finance procedure manual.
- Scan, photocopy and send office documents as needed.
- Maintain up-to-date petty cash financial records and prepare supporting vouchers.
- Support the finance team during audits and in documentation preparation for payment disbursement to project beneficiaries.
- Establish a filing system for important organizational documents.

Legal and Compliance

- Manage office store inventory and facilitate item distribution.
- Assist the finance team in preparing and dispatching statutory letters to relevant authorities.
- Perform other duties as assigned by line manager.

Key organizational relationships

- Reports to the Finance and Administration Manager.
- Collaborates with country office finance teams, Country Director, Project Managers and External Partners

JOB REQUIREMENTS

Competencies

- Knowledge of public administration.
- Proactive with a commitment to quality and accuracy and attention to detail.
- Good interpersonal, organizational and oral and written communication skills.
- Flexibility and availability to work outside regular working hours on occasion.
- Ability to prioritize and multi-task effectively.
- Ability to work independently without close supervision.
- Ability to maintain effective working relationships at all levels.
- Proficient in` MS word, MS Excel, Outlook and PowerPoint.
- Proven experience working in an office environment.
- Ability to handle sensitive and confidential information appropriately and with discretion.

Experience

- Previous experience in Office Administration or a related field.
- Experience in a similar role, preferably with International NGOs/Donor Funded organizations.
- Working experience in Finance and Administration.

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Education

- Advance Diploma or University Degree in Accounts and Finance, Business administration, Procurement and supplies, or a related field from a recognized University.

Other requirements

- Excellent communication skills in English are essential.

WHAT GAIN OFFERS

- A competitive remuneration package.
- Flexible working hours through hybrid working opportunities.
- Friendly working environment.
- Professional development opportunities.
- The chance to make a lasting contribution to reducing global malnutrition.