

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Office Assistant
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<b>Classification:</b>	Grade A	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi, Kenya	<b>Travel required:</b>	Limited

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><b>Overall purpose</b></p> <p>The Office Assistant will perform a variety of administrative and clerical tasks. Duties include providing support to managers and employees, assisting in daily office needs and managing the organization's general administrative activities.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Welcome the visitors by greeting them, in person or on the telephone, answering or referring inquiries.</li> <li>• Organizes and manages the meeting rooms prior to any meetings being held.</li> <li>• Receiving and dispatching deliveries from both the administration and program teams.</li> <li>• Collaborate with the Office Administrator on all the hospitality and catering services in the office e.g. preparing office tea and snacks for the staff and the guests.</li> <li>• Assist the Senior Administrative Assistant in postage and shipment services.</li> <li>• Distribute correspondence memos, letters, faxes and forms.</li> <li>• Support administrative duties such as filing, typing, copying, binding, scanning etc. as and when required .</li> <li>• Ensure all organization equipment is in clean and usable state.</li> <li>• Responsible for cleanliness of the office environment, including working hours, desks, washrooms, windows etc.</li> <li>• Collaborate with the Senior Administrative Assistant to ensure operation of office equipment by completing preventive maintenance requirements; escalates issues for repairs; maintaining equipment inventories.</li> <li>• Any other assigned duties.</li> </ul>

## Global Alliance for Improved Nutrition

### Key organisational relationships

- Reports to Human resources officer
- GAIN Country Office staff
- External visitors

### JOB REQUIREMENTS

#### Competencies

- Good interpersonal, organizational and oral and written communication skills.
- Flexibility and availability to work outside regular working hours.
- Ability to prioritize and multi-task.
- Ability to work without close supervision.
- Knowledge of office management systems and procedures

#### Experience

- Demonstrated experience in office or administrative support role .
- Experience in carrying out various administrative tasks.
- Experience of stakeholder, partner, and guest management.

#### Education

- Minimum O-Level certificate or equivalent

### 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.