

# Global Alliance for Improved Nutrition

<b>Job title:</b>	Compensation and Benefits (C&B) Partner
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<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	0
<b>Work location</b>	Kenya	<b>Travel required:</b>	

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 Compensation and Benefits Partner will play a critical role in the development, update and implementation of the compensation and benefits strategy, frameworks, and standards for all GAIN offices, to attract, motivate and retain top talent across the organisation. They will collaborate with key stakeholders, including HR staff, finance, and senior leadership, to design and administer competitive compensation and rewards programs that align with oragnisational goals and support our commitment to employee engagement and performance.</p> <p>Working with the wider HR team, the Compensation and Benefits Partner will be a subject matter expert in all aspects of Compensation and Benefits(C&amp;B). The role will also be responsible for ensuring all policies, processes and procedures relating to C&amp;B and are reviewed and maintained regularly.</p> <p>Conduct the job evaluation process, salary reviews, benchmarking, and market surveys in various markets for all location offices where required.</p>

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## Tasks and responsibilities

### Compensation and Benefits

- Plan and execute work on the implementation of the annual and mid-year salary review processes which includes data coordination, modelling, and other analytical support as required in consultation with the Head of HR and the Director of Strategic Operations.
- Lead on the renewal process of monetary and non-monetary benefits by conducting market research and analysis and provide recommendations to ensure salaries and benefits comply with the current legislation, pay equity and GAIN's policies.
- Coordinate implementation of new or improved benefits offered in all GAIN offices and provide guidance to colleagues in all country offices.
- Lead on the development of all payroll initiatives including recommendations on process improvements in order to streamline and improve efficiency.
- Monitor market trends, competitiveness and legislative changes related to compensation and benefits, providing recommendations and ensuring compliance with local and global regulations.
- Analyse published and custom cut country salary surveys; review appropriateness of current surveys and research and recommend new opportunities for obtaining salary and benefit data.
- Prepare and submit data for compensation surveys to determine prevailing pay rates, trends and benefits.
- Conduct regular data analysis to ensure that equal pay and any gender pay gap issues are monitored and addressed.
- Undertake assigned Compensation & Benefits related projects across the organisation including tracking and reporting on status, risks, issues, and dependencies.

### Capacity Building and Policies

- Build Compensation & Benefits capacity in country offices by educating the various teams on GAIN's Compensation and Benefits approach and framework as well as looking for opportunities and coordinating related trainings that can be provided.
- Lead the use and maintenance of the Job Evaluation system and provide training to users, as needed.
- Support the Head of HR in drafting and updating any Compensation & Benefits related policies that align to business needs and meet local statutory and/or country office requirements.
- Remain connected to external trends and regulatory developments around Reward and be part of networks and forums as needed.
- Collaborate with the HRIS team to maintain and update compensation data and systems, ensuring accuracy and data integrity.
- Support and advise colleagues across all GAIN country offices, on Compensation and Benefits issues and processes.
- Ensure clear, consistent, and effective communication of the Compensation and Benefit programmes ensuring staff have a clear understanding of the total rewards offerings available to them.

### Key organizational relationships

- Reports to the Head of HR.
- Internal-Interacts frequently with members of the HR team and works closely with Country office staff. Liaises with all staff members on compensation and benefits issues.
- External - Interact with global market vendors and overseas specialists as and when required.

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Excellent analytical skills with the ability to interpret complex data, conduct market research, and provide data-driven recommendations.</li> <li>• Proficiency in compensation analysis and benchmarking tools, HR information systems (HRIS), and advanced MS Excel skills.</li> <li>• Ability to research, compile, and interpret data in a logical format.</li> <li>• Exceptional communication and interpersonal skills (tact, diplomacy, discretion and impartiality) with the ability to effectively collaborate and influence stakeholders at all levels of the organization.</li> <li>• Excellent advisory skills and ability to promote team synergy in a multi-cultural work environment.</li> <li>• Proficient in project management and organizational skills with the ability to manage multiple priorities and deliver high-quality results within tight deadlines.</li> <li>• High level of integrity and discretion when handling sensitive and confidential information.</li> <li>• Ability to thrive in a fast-paced, dynamic, and global work environment. Flexibility and ability to adapt to changing priorities.</li> <li>• Team player with a customer-centric approach and a passion for driving employee engagement and satisfaction.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in a similar role working on Compensation and Benefits for multiple countries is essential.</li> <li>• Knowledge of compensation principles and concepts, (including job analysis, market pricing, and total rewards), market trends, regulatory requirements and best practices</li> <li>• Solid understanding of relevant employment laws and regulations in various jurisdictions.</li> <li>• Experience in a multicultural working environment.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• University degree or equivalent in business/economics, HR management or related field.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Excellent written and spoken English. Knowledge of other language skills an asset.</li> <li>• Embraces GAIN's mission and values: Humility, Integrity, Innovation, Passion, Teamwork &amp; Voice.</li> <li>• Undertake any other duties as may reasonably be required.</li> </ul>

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

# Global Alliance for Improved Nutrition

GAIN is committed to equality of opportunity and to eliminating discrimination. All staff are expected to follow **GAIN Values**:



## Our commitment to safeguarding

GAIN is committed to creating a safe and inclusive environment where all staff, volunteers, and job applicants are treated with dignity and respect. We are also committed to safeguarding the communities we work with. We have a zero-tolerance approach to any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, exploitation and abuse of power or trust.

Safeguarding is integral to our recruitment practices, and we have robust procedures in place to prevent any form of harm, abuse, or discrimination.

As part of our commitment to safeguarding, all successful candidates will undergo thorough background checks and vetting procedures, which can include references, criminal records and terrorist finance checks where applicable, in accordance with our Safeguarding Policy.

We provide comprehensive training and support to our staff and volunteers and associates to raise awareness of safeguarding issues and ensure they are equipped to recognise and respond to concerns effectively.

By applying for a position with GAIN, you agree to uphold our safeguarding principles and contribute to maintaining a safe and supportive environment for all individuals.