

Global Alliance for Improved Nutrition

Job title:	Programme Assistant – Events and Project Support
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Classification:	Grade 2	Direct reports:	0
Work location	Kigali, Rwanda	Travel required:	Up to 5%

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.

The Programme Services Team is the organisational home for approximately 40 of GAIN's technical and programme management specialists. We are organised thematically, coordinating each of GAIN's main programmes. Team members are based in different GAIN offices around the world.

DESCRIPTION
<p>Overall purpose</p> <p>The Programme Assistant will support the global Programme Services Team and Programme Services Director with day-to-day tasks related to organizing online and in-person events, project management support, international work-related travel and diary management.</p> <p>This role will support a large number of colleagues and act as a first point of contact for many external stakeholders. Therefore, the Programme Assistant will need to demonstrate a high level of communication and interpersonal skills.</p> <p>This is a full-time position based in the GAIN office in Kigali, Rwanda.</p>
<p>Tasks and responsibilities</p> <p><u>Supporting Events</u></p> <ul style="list-style-type: none"> • Providing coordination and logistical administrative support to PST members for organization of in-person conferences, serving as the first point of contact, for example: <ul style="list-style-type: none"> ○ Issuing invitations ○ Selection and booking of venues ○ Visas and flights for external and GAIN attendees ○ Related procurement processes e.g., raising purchase orders, contracts and payment of invoices ○ Processing remuneration and per diems for external attendees • Providing coordination and administrative support to PST members for organising online events / webinars including diary invitations, setting up the right technology, preparing and disseminating materials, contacting

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speakers / panelists, arranging to pay them if necessary. Support related procurement tasks like raising POs, paying invoices or expenses.

- Helping with processing and gathering information required for financial planning and auditor's requests related to events (including forecasting and budgets)

Project Management Support (PRISM)

- Update the PST intranet (SharePoint) as directed by PST members to reflect the latest team structure and programme / project summaries
- Assist PST members in updating project profiles on our project information system (PRISM)
- Assist PST Director in preparing relevant reports on project performance and status for SMT and board meetings

International Travel

- Providing travel support to PST team members for complex itineraries and including assistance with visa processing
- Ensuring strict compliance with GAIN safeguarding and security provisions for all travellers to PST events
- Manage travel for Director and Deputy Director of PST

Diary Management Support

- Manage diary for the Director of Programme services.
- Assist PST members in arranging complex meetings with large number of attendees, and at times attendees external to GAIN.

Key organisational relationships

- Reports to the Senior Advisor, Commercial Solutions
- Director of Programme Services and Deputy Director of Programme Services
- Liaise with the PST team members based in various GAIN offices
- Liaise with GAIN's official travel agent

JOB REQUIREMENTS

Competencies

- Strong ability to use initiative, prioritize, multi-task, work well under pressure to meet deadlines.
- Fast learner, with the ability to quickly adapt to systems and processes.
- Team player, flexible (including ability to accommodate time zones), goal-oriented, a real "can do" attitude.
- Excellent communications skills (both oral and written)
- Strong ability to work autonomously without close supervision and collaboratively in a multi-cultural, cross functional team environment.
- Demonstrable interpersonal and organizational skills
- Proactive with a commitment to quality and accuracy with close attention to detail
- Computer literacy with excellent command of Excel, MS word, Outlook, and Power Point skills.
- Ability to operate and effectively liaise with a range of partners.

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Experience

- Demonstrable experience in an administrative role supporting multiple members of a geographically dispersed team (essential)
- Proven experience of organizing online and in-person events and associated logistics including visas, venues / hotels and flights etc.
- Previous experience in working in a fast-paced environment, whether in the private or not for profit sector
- Experience working with internal and external stakeholders at all levels
- Familiarity with Project Management processes & terminology

Education

- Relevant diploma or certification in a relevant subject or suitable work experience

Other requirements

- Candidates must have the existing right to work and live in the region of application with the appropriate documentation to be considered for this position.
- Excellent command of English (verbal and written). A second language (French or Portuguese) would be a plus.

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