

Global Alliance for Improved Nutrition

Job title:	HR Coordinator
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Classification:	Grade 3	Direct reports:	0
Work location	New Delhi, India	Travel required:	<10%

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 HR Coordinator plays a pivotal role in contributing to the smooth functioning of the HR department. They will support a range of organizational-wide HR activities, projects, policies and processes.</p>
<p>Tasks and responsibilities</p> <p><u>Employee life cycle</u></p> <ul style="list-style-type: none"> • In close collaboration with the Country HR Representatives, ensure proper procedures and timelines are effectively followed for probationary periods and other onboarding aspects, ensuring that all relevant forms are completed, tracked and stored consistently and on time. • In collaboration with HR Business Partners, coordinate the exit interview process and feedback collection and propose process optimization. • Generate reports from the HR systems and analyze data using Excel when required. • Periodically support with the maintenance of the HR system, e.g., inputting and updating information • Act as a backup of the Junior Associate, Human resources when required <p><u>Policies and Procedure</u></p> <ul style="list-style-type: none"> • Maintain existing staff handbooks up to date and coordinate the development of new handbooks. • Support and coordinate the review of employment contract templates in all countries. • Contribute to the formulation, implementation and continuous process of improvement of organisational policies and standard operating procedures. <p><u>Support to HR Business Partner</u></p> <ul style="list-style-type: none"> • Collaborate with HR Business Partners in developing material and workforce data analysis as part of the workforce planning process.

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- Contribute to building the capacity of the Country HR representatives and support the decentralization of HR activities.
- Coordinate and organize HR Community of practice events logistics and team activities.
- Nurture a collaborative working culture among the HR global community of practice and maintain effective channels of communication with global HR Colleagues
- Collaborate with HRBPs in conducting various HR programs and supporting HR initiatives.

Organisational Development

- Support the onboarding process by coordinating, scheduling, and tracking attendance for the monthly HR, OD and Governance inductions as well as supporting the induction SharePoint page maintenance, making sure all induction material and induction calendars are up to date, liaising with induction focal points when required.
- Support the learning and development function and needs including the administration and co-ordination of internal training programmes such as sending training invites, attendance monitoring and feedback reporting.
- Support with the maintenance of the e-learning platform accounts (creating users and updating)
- Cover for the L&D Coordinator when required.

Recruitment

- Support with the coordination of recruitment campaigns and supporting the team in implementing the recruitment plans.
- Contribute to the production of overall recruitment statistics and insights for management review on a regular basis.

General support

- Maintain payment log records and process a high volume of invoices/Purchase Orders in line with the GAIN procurement procedures: this also includes liaison with the Geneva accounts payable team.
- Coordinate team contribution to the HR newsletter
- Act as a focal point for HR/Global HR SharePoint maintenance and update
- Participate in HR projects work when required.
- Respond to employee general HR inquiries regarding HR process and practices.
- Providing travel and additional administration support to the Head of HR when required.
- Responsible for scheduling HR team meeting calls, drafting agendas and taking notes.

Key organisational relationships

- Reports to the HR Business Partner, Asia, Europe and US.
- Work in close collaboration with the Head of HR, HR Business Partners, L&D, Employee life cycle and Recruitment team
- Works closely with global HR colleagues from the HR community of practice
- Liaise regularly with GAIN staff

JOB REQUIREMENTS

Competencies

- Strong ability to use initiative, prioritize, multi-task, work well under pressure to meet deadlines without close supervision
- Good understanding of current employment law and HR best practices

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<ul style="list-style-type: none"> • Demonstrate high agility and flexibility to balance work priorities and openness to change whilst maintaining the ethos and objectives of the work at all times. • Fast learner, with the ability to quickly adapt to systems and processes • Strong interpersonal and communication (both oral and written) skills • Good analytical skills with clear and systematic proactive thinking that demonstrates good judgement, effective problem solving, and creativity. • Ability to handle sensitive information with professionalism and tact • Proactive with a commitment to quality and accuracy with close attention to detail • Team player, flexible (including ability to accommodate time zones), goal-oriented, a real “can do” attitude. • Computer literacy with good Excel, MS Word, Outlook, and Power Point skills, Knowledge of SharePoint and a HRIS, a plus
Experience <ul style="list-style-type: none"> • Demonstrable experience in a senior administrative or project management role supporting multiple members of a geographically dispersed team (essential) • Experience of working for an international development organization, preferably with an HR focus to the role • Relevant generalist HR/People support coordination experience in a complex, fast-paced environment • Proven ability to execute administrative tasks in a timely manner. • Previous experience in delivering a wide range of project management and support services, within tight deadlines, limited resources, while managing competing priorities. • Proven experience of supporting budget administration, procurement and contracting processes • Experience working with internal and external stakeholders at all levels
Education <ul style="list-style-type: none"> • University degree/diploma in human resources, business administration, or a related field or equivalent or related field.
Other requirements <ul style="list-style-type: none"> • Must be willing and able to travel • Fluent written and verbal English • Knowledge of second language within GAIN's regional offices (desirable)

WHAT GAIN OFFERS
<ul style="list-style-type: none"> • 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