

Global Alliance for Improved Nutrition

Job title:	HR and Operations Associate (on 60% work time basis)
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Classification:	Grade 3	Direct reports:	0
Work location	Washington D.C., USA	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.

GAIN operates program in 12 developing countries in Africa and Asia. It runs its global operations and technical teams from 4 representative offices in Europe and North America. GAIN has grown significantly during the last few years and has a significant number of bilateral, multi-lateral and private sector donors. These fund a wide variety of programs, some of which are jointly funded and multi-country. The US office functions as a representative office, liaising with donors and other stakeholders in North America and supporting GAIN's Knowledge Leadership Department.

DESCRIPTION
<p>Overall purpose</p> <p>The HR and Operations Associate is an integral part of the US Office operations team. Reporting to the Head of the U.S. office, you will be responsible for the daily HR, office management and administrative functions of the US Office. The post-holder will build and maintain systems, processes, and strong working relationships with a range of individuals within GAIN and other organizations to ensure the effective and efficient functioning of the US Office.</p>
<p>Tasks and responsibilities</p> <p><u>Human Resources (HR) (40%)</u></p> <ul style="list-style-type: none"> • Responsible for payroll and benefits administration, ensuring administrative and compliance tasks are completed on schedule and of the highest quality and that US staff can effectively access and take advantage of benefits • Serve as HR Rep for the US office, supporting GAIN Headquarters (HQ) with the employee lifecycle • Stay abreast of changing compliance landscape and monitor for compliance to regulations and internal policies • Complete all required legal and tax filings for the office and monitor the compliance calendar for the US office • Support recruitment, onboarding, and separation processes whenever necessary • Facilitate the performance assessment process • Raise awareness of and promote the various learning and development and well-being initiatives available to staff. Signpost staff to sources of information and support.

Global Alliance for Improved Nutrition

- Act as a first point of contact for employee inquiries, providing guidance on policies and procedures.
- Organize team-building activities and support employee engagement initiatives.

U.S. Office Management (10%)

- Responsible for the use of the office credit card and preparation of the credit card statement
- Day to day office tasks such as sending packages, processing all correspondences, and ordering office supplies/equipment
- Responsible for the IT inventory of the office and provide light IT support for local IT resources
- Provide logistical support for meetings and events, including recurring office meetings
- Provide support to office visitors
- Advise staff on organizational policies and procedures
- Liaise with building management to address office repairs and support requests

Support to the Director of Knowledge Leadership (KL) (10%)

- Manage all tasks related to the diary and travel for the Director of Knowledge Leadership
- Provide administrative support for the KL team

Key organisational relationships

- GAIN Global HR team
- Staff members based in the US office

JOB REQUIREMENTS

Competencies

- An enthusiastic team player but able to work independently
- Keen attention to detail and a commitment to continuous improvement
- Flexible and willing to take on new responsibilities and provide support to all GAIN staff as needed
- Knowledge and understanding of basic financial principles
- Flexible and helpful attitude, willing to troubleshoot and solve problems as they arise
- Able to help team members work through logistical and programmatic needs
- Excellent communication skills (oral and written) in English

Experience

- Relevant experience in HR, ideally including benefits management and payroll
- Executive Assistant experience a plus
- IT literate with excellent MS Office skills, particularly Excel

Education

- Higher level education preferred but not essential.

Other requirements

- Eligible to live and work in the US - Due to the nature of the role, you will need to reside within Washington D.C., Maryland or Virginia areas
- Fluency in both written and spoken English

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WHAT GAIN OFFERS
<ul style="list-style-type: none">• Flexible working hours through hybrid working opportunities• Friendly working environment• Professional development opportunities