

Global Alliance for Improved Nutrition

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| Job title: | Senior Administrative Assistant |
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| Classification: | Grade 2 | Direct reports: | 0 |
| Work location | Kigali, Rwanda | Travel required: | None |

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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

| DESCRIPTION |
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| <p>Overall purpose</p> <p>The Senior Administrative Assistant will provide administrative, operational, and logistical support to ensure the efficient functioning of GAIN's Rwanda office. The role involves office management, event coordination, travel arrangements, procurement processes, and administrative assistance to the Country Director and project teams.</p> |
| <p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Manage general administration of GAIN Rwanda office including the implementation of effective and efficient office procedures and systems, provide support to employees related to facilities and offices, including development of new systems and processes as appropriate; all supply and maintenance related requirements; all reception and hosting requirements; respond to public inquiries • Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies • Focal point for procurement, initiate all the procurement processes and attend procurement committee meetings as a procurement officer • Manage office access (security passes) and all liaison required with the building management as well as organisations on other floors within the building. • Oversee the proper upkeep and maintenance of office premises and working facilities like telephone system, printers, and furniture to provide the best possible physical environment for staff to discharge their duties |

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- Collaborate with GAIN IT Team to ensure Office IT systems are functioning efficiently and ensure the organization and maintenance of paper and electronic filing systems that facilitate easy access to information for staff.
- Organizes logistics of meetings and workshops for GAIN program, including travel arrangements for internal and external events.
- Serve as the Rwanda office first contact point for local service providers and maintain a good communication and working relation. Organize conference calls, meetings and takes notes during GAIN Rwanda internal meetings as required.
- Maintain and manage up-to-date assets register for the office and manage documents filing and develop office administrative procedures as required.
- Manage, coordinate, and maintain the Country Director's calendar for appointments, meetings and travel.

Finance, systems and processes (30%)

- Raise Purchase Orders in a timely manner, including seeking approval from project managers and budget holders.
- Directly liaise with the finance team to submit approved documents for processing.
- Support external and Internal audit process as may be required.
- Oversee day-to-day office operations, ensuring a clean and organized workspace.
- Manage incoming calls, emails, and correspondence professionally and timely.
- Maintain accurate office records, files, and archives.
- Track and manage office supplies, ensuring timely procurement and inventory control.
- Serve as the first point of contact for visitors, vendors, and external service providers.
- Ensure timely update and saving the organizations documents, reports, etc. on GAIN SharePoint country folders.
- Coordinate the overall travel for employees.
- Set up and manage meetings with collaboration partners, businesses, government, manage contact databases, etc.
- Carry out general administration tasks in and around the office including management of office supplies, correspondence, dealing with suppliers, travel arrangements, Hotel Bookings, ensuring timely procurement and inventory control, including booking flights, transport, and accommodation etc.
- Assist with recruitment logistics, including job postings, interview scheduling, and onboarding of new staff.

Key organisational relationships

- Reports to Finance and Administrative Manager
- Supports the GAIN Rwanda office team
- Works closely with Programmes Team.

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| JOB REQUIREMENTS |
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| <p>Competencies</p> <ul style="list-style-type: none"> • Proactive with a commitment to quality and accuracy with close attention to detail • Strong interpersonal, organizational and communications skills • High flexibility and occasional availability to work outside regular working hours • Effective oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organization • Able to prioritize, multi-task, and work well under pressure with frequent deadlines • Reliable and enjoys working in a multi-cultural, cross functional team with a flexible and adaptable approach to work. • Ability to work without close supervision • Computer literacy with MS Word, MS Excel, Outlook, and PowerPoint skills • Flexible and adaptable approach to work. |
| <p>Experience</p> <ul style="list-style-type: none"> • Experience in office administration and management. • Experience working in an international environment is a plus. • Basic procurement processes knowledge. • Calendar management experience including handling of confidential documents/information. • Stakeholder management experience including vendors, senior staff and visitors. |
| <p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in office management/ business administration or related field or extensive experience in office administration. |
| <p>Other requirements</p> <ul style="list-style-type: none"> • Fluency in English. • Fluency in a local dialect such as Kinyarwanda would be an added advantage. |
| 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. |