

Global Alliance for Improved Nutrition

Job title:	Project Assistant, CAlyzing Strengthened policy aCtion for heAlthy Diets and resilienceE (CASCADE)
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Classification:	Grade 2	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	20%

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
Overall purpose The Project Assistant will be expected to support the successful delivery of the CAlyzing Strengthened policy aCtion for heAlthy Diets and resilienceE (CASCADE) project and assist the Project Manager and Coordinator in all aspects of project implementation activities. The assistant will provide necessary operational, logistical and administrative support for the project. This position will be based at Nigeria office however, regular travel to project sites may be required.
Tasks and responsibilities General Operations support - Assist in ensuring the smooth operations of the project activities, in accordance with GAINs project management guidelines (PMG). - Assist in the tracking of progress of project by updating project data on various platforms, as requested by the PM. - Ensure the quality of the project administration and financial management undertaken in project sites by participating in regular monitoring visits. - Provide general administrative and clerical support including mailing, scanning and photocopying for partnerships team and assist in resolving any administrative problems and enquiries. - Any other duties as reasonably requested by supervisors and in line with organizational priorities.

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Documentation and Data

- Support all data management related to the projects and assist in the collection, compilation and analysis of data.
- Maintain a database of documentation used for assessment/baseline stage studies.
- Prepare and modify documents including correspondence, reports and drafts memos and emails.
- Help drafting donor reports and other project related documentation, including briefs for the website
- Provide support in developing monitoring and evaluation reports and studies which will identify possible risks early on and reasons for same, which provide the basis for course corrections.
- Implement and maintain reporting procedures and administrative systems in an accurate and timely manner, such as managing the databases and filing systems and compiling reports.
- Responsible for archiving and documentation of project data. Including uploading and regularly updating PRISM for management information and review.

Knowledge Management

- Support the design and implementation of data collection tools, analysis and reporting in close collaboration with the PMI unit.
- Manage the alignment of project activities with learning objectives and obtain learnings from project implementation.
- Support drafting of knowledge materials from project implementation research and activities.
- Drive collaboration with other state nutrition actors through participation in annual conferences, symposiums and community of practice.
- Manage and routinely update project implementation tools including partnership framework, procurement tracker, finance tracker and workplan implementation status.

Relationships and logistics

- Arrange all necessary logistics related to project activities, such as kick-off meetings, workshops, field visits and launch events.
- Support the Project Manager in maintaining effective communication and ensuring information flow between project and relevant parties by managing meetings and project review calendars.
- Maintain and update contact lists for partners and stakeholders, as well as a list of pre-qualified service providers.
- Schedule and coordinate meetings and appointments for project team.
- Arrange travel, accommodation and assist with visa applications for the project team in close relation with the administrative assistant.

Procurement support

- Assist the Project Manager in the procurement of goods and services by executing tasks related to the PO system and ensures that all goods and services are procured in a timely manner and according to GAINs PO policy.
- Assist project teams to prepare and format standard contracts and related documents (amendments and extensions), in strict compliance with the standard contracting process and templates.
- Help ensure timely payments to service providers.

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Key organisational relationships

- This position reports to the Project Coordinator
- Works closely with the project team and wider country team.
- Liaises regularly with staff in functional teams like finance, comms, admin, procurement/logistics and IT.

JOB REQUIREMENTS

Competencies

- Knowledge of project management principles, practices, techniques and procedures.
- Familiarity with project management software is desirable.
- Good project planning and implementation skills.
- Ability to conduct research into project related issues.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Knowledge of local government rules, regulations and procedures pertinent to project management would be a plus,
- IT literacy with excellent MS Office skills

Experience

- Experience providing administrative support to project teams within the nonprofit or international development setting.
- Experience or knowledge of the public health sector, nutrition or food production industry.
- Experience working with different stakeholders within a professional setting.

Education

- Degree in Economics, Project Management, Public health, international development, Food sciences/ Nutrition, Public Policy, Political Science, Agriculture or any other relevant field

Other requirements

- Excellent command of written and spoken English and local language(s).
- Willingness to travel to field sites frequently.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities

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- The chance to make a lasting contribution to reducing global malnutrition

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.