

Global Alliance for Improved Nutrition

Job Title:	Interim Legal manager (8 to 10 months maternity cover)
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Classification:	Manager	Direct Reports:	1
Work Location	Geneva, Switzerland	Travel Required:	occasional

The Global Alliance for Improved Nutrition (GAIN) was launched at the UN in 2002 to tackle the human suffering caused by malnutrition. GAIN is a global, Swiss-based foundation that mobilises public-private partnerships and provides financial and technical support to deliver nutritious foods to those people most at risk of malnutrition. Our programs in Africa and Asia enable better diets via nutritional products, such as fortified staples foods, including cooking oil and flour, and condiments like salt and soy sauce. We also support improved maternal and infant health by promoting breastfeeding and specialised products for infants over six months and young children. In addition, we partner with local businesses to improve the quality of food along agricultural value chains. By building alliances that deliver impact at scale, we believe malnutrition can be eliminated within our lifetimes.

Description
<p>Overall Purpose:</p> <ul style="list-style-type: none"> The interim legal manager will be responsible for delivering strategic legal advice as a core function of the organisation (during the maternity leave of the current legal manager), reporting directly to the Chief Financial Officer. You will advise the organisation with regards to all legal aspects of GAIN’s activities, and will work closely with the corporate services team, country teams, programme staff, and with the Senior Management Team. As the interim manager of the legal function, you will be responsible for mitigating legal risks and assure adherence to internal policies, laws and regulations.
<p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> Provide advice to the corporate services, country teams, programme staff and to the Senior Management Team in all legal matters, including contract law, data protection law, and corporate governance regulations; Negotiate and draft agreements with third parties (e.g with donors, UN Agencies, Governments, consultants, private companies), as well as approve contracts on behalf of the legal function in the E-contracting Management system (“Etool”); Work closely with internal clients and senior management team in order to maximize projects and minimize risks; Maintain the range of legal templates up to date and in compliance with donor requirements; Deliver advice on appropriate legal structures for GAIN and its country entities, and provide support throughout the registration, renewal or dissolution process of GAIN’s offices; Ensure compliance of GAIN’s office with local legislation by liaising with local lawyers whenever appropriate; Advice on the Swiss foundations’ status and its corporate requirement and ensure compliance with reporting obligations to authorities (e.g Foundation Surveillance Authority and Geneva Trade Register); Manage the GAIN trademark portfolio; Provide general legal advice on intellectual property matters (e.g copyright related matters); Provide legal advice in the event of a dispute or litigation;

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- Answer any other ad hoc legal queries;
- Ensure all GAIN staff receives legal induction and support the paralegal assistant in her tasks of training GAIN staff and amending/updating the corresponding help documentation;
- Team coordination: manage the paralegal assistant and train her on contract drafting related matters.

Key Organizational Relationships

- Report directly to the Chief Financial Officer and manage the Paralegal Assistant
- Liaise on a daily basis with all corporate services functions (finance, HR, communications), country teams and programme teams
- You will manage directly the relationships with external law firms (in Switzerland, United Kingdom and in countries where GAIN offices are located)

Job Requirements

Competences (Skills and Attributes)

- Ability to work under pressure and confident in its own assessment
- Results oriented and high attention to details
- Humble and able to work independently
- Have a positive “can do” attitude, team player and enjoy working with various functions of the organisation
- Dedicated and able to manage heavy workload, with ability to prioritize
- Ability to manage sensitive/confidential tasks and information

Experience:

- University degree from an international recognized university, admission to the bar (Swiss or European) is a plus
- 5 to 7 years of practical experience in an international organisation and/or in a law firm with an international background
- Fluent in French and English
- Excellent knowledge of contract law and in drafting contracts