

Global Alliance for Improved Nutrition

Job Title:	Junior Associate, India Country Programme
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Classification:	Junior Associate	Direct Reports:	0
Work Location	New Delhi, India	Travel Required:	10%

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> <p>The overall purpose of this position is to support the India Country Office, KL team, and new proposed project teams and activities in operational and administrative backstopping.</p>
<p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Supporting India Projects (75%) by: <ul style="list-style-type: none"> ○ Assisting project teams in producing documents, briefing papers, reports, and presentations ○ Secretarial support to project staff and consultants from time to time ○ Supporting teams to organize meetings and workshops ○ Backstopping administrative and operations on a day-to-day basis ○ Travel Logistics and co-ordination with Travel agents ○ Front Office Management and Office Upkeep ○ Co-ordination with local vendors and consultants and related procedural compliances such as making Purchase Orders • Supporting KL team (25%) by: <ul style="list-style-type: none"> ○ Providing administrative and operational backstopping to projects and global and country level as defined by need, including: <ul style="list-style-type: none"> - Drafting Terms of Reference, recruitment, contracting, and invoicing for consultants and service providers - Providing travel and workshop logistics, planning, and payment organization - Assisting with preparation of budgets, workplans, and other reports for internal and external audiences - Drafting documents, presentations, and communications materials as requested for internal and external audiences - Managing updates and organization of files on GAIN’s internal project management systems and partner shared document areas

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Key Organizational Relationships:

- Reports to India Country Director with dotted line reporting to Senior Technical Advisor, KL
- Works closely and collaborates with others in the KL team, and India Country Office as a member of both teams.
- Liaises with a network of consultants, experts, and partner agencies who technically and financially support projects across the KL, and India project portfolios.

Job Requirements

Competences (Skills and Attributes):

- Excellent communication, writing and presentation skills
- Organized, efficient, problem solving focused
- Knowledge of public health, global health, international development or related topics an asset

Experience:

- Hands-on experience in operational and administrative backstopping for projects of various sizes and scopes.

Education:

- Minimum Bachelor level training in appropriate field

Other Requirements

- Fluency in English essential (written and spoken)