

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Program Assistant		
<b>Classification:</b>	E1 – Program Assistant	<b>Direct reports:</b>	0
<b>Work location</b>	Washington, DC	<b>Travel required:</b>	-

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>To provide administrative, programmatic and operational support in order to enhance efficiency and effectiveness of EatSafe. The successful applicant will track and respond to a variety of requests to optimize the administration of the project.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Administrative and operational support to EatSafe</u></p> <ul style="list-style-type: none"> <li>• Coordinate logistics for meetings, events and calls; including, but not limited to transportation, preparing presentations, drafting meeting documents. Attend and record meeting discussion and action items as needed.</li> <li>• Develop and monitor project-wide deliverable tracker</li> <li>• Assist Finance and Compliance manager in daily management of contracts, procurements and compliance related requirements.</li> <li>• Work with the project lead and the EatSafe team to edit and finalize reports, publications and presentations</li> <li>• Prepare donor approval request and or notifications</li> <li>• Update and organize EatSafe project files under GAIN's MIS and SharePoint sites</li> <li>• Work with Deputy to facilitate project visibility within and external to GAIN</li> <li>• Assist with employee recruitment and onboarding (e.g., edit job descriptions, collate application information, employment verification, laptop setup)</li> <li>• Support the HR team in the facilitation of EatSafe Intern program</li> </ul> <p><u>Administrative and logistical support to EatSafe, Lead</u></p> <ul style="list-style-type: none"> <li>• Support EatSafe Lead in the management of daily agenda; Provide timely coordination and scheduling of all meetings, calls and events (internal and external); Update and track appointments</li> </ul>

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- Arrange domestic and international travel and accommodation for project lead. Prepare itineraries and briefings for travel including pre- and post-travel documentation (visas, travel authorization, travel claim, expense reports, compensatory time off)
- Complete project lead timesheet and monthly absence requests

### Key organisational relationships

- Reports to the Lead EatSafe
- Supports and is active member of the EatSafe team.
- Regularly interfaces and helps facilitate activities for the DC-based Knowledge Leadership team.
- Works closely with support staff across GAIN program areas

## JOB REQUIREMENTS

### Competencies

- Highly organized with keen attention to detail
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure
- Professional communication skills in multicultural, multi-lingual environments, written and verbal
- Goal oriented, willing to occasionally work outside of normal working hours if specifically requested
- IT literate with excellent MS Office skills including Excel and PowerPoint
- Flexible and willing to take on new responsibilities and provide support to all GAIN staff as needed
- Action and solution-oriented
- Values team-building and developing positive office environment
- Knowledge and understanding of basic financial principles
- Collaborates widely across teams and shares information and knowledge on a timely basis
- Flexible and helpful attitude, willing to troubleshoot and solve problems as they arise
- Anticipates project lead's needs and provides necessary information as needed
- Helps team members work through logistical and programmatic needs
- Competent with MS Excel, PowerPoint, SharePoint, MS Word, MS Publisher, teleconferencing and videoconferencing services

### Experience

- Demonstrated experience working in an office environment

### Education

- Bachelor's degree minimum

### Other requirements

- Good communication skills (oral and written) in English; second language is an asset

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### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities

January 2020