

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Junior Associate – (UN Food Systems Summit)
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<b>Classification:</b>	E2	<b>Direct reports:</b>	0
<b>Work location</b>	Any GAIN office	<b>Travel required:</b>	none

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>In September-October 2021, The UN will convene a Food Systems Summit to raise global awareness and finalise global commitments and actions that transform food systems to resolve not only hunger, but to reduce diet-related disease and heal the planet. As a leader of one of the Summit's Action Tracks (Ensuring Access to Safe Nutritious Food for All), GAIN will be convening a group of 25 experts from across the world over the next 12 months to forge a consensus on an action plan that will be required of governments, civil society groups, the international development community and businesses to meet the Action Track's goals.</p> <p>Working closely with the Executive Director, a wider GAIN Food System Summit team, and the Policy and External Relations team, the Junior Associate will provide assistance and coordination to the Executive Director and the GAIN food system summit team. The Junior Associate will also support the summit team to ensure they are well supported by coordinating all travel logistics, arranging meeting agendas and minute taking.</p>
<p><b>Tasks and responsibilities</b></p> <p><b><u>Administration, Agenda Management and Meeting Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Providing full administrative support to the GAIN food systems summit team (4-6 people)</li> <li>• Providing some administrative support to the Action Track team of 25 external people</li> <li>• Planning, organizing and coordinating Action Track meetings and calls; arranges all related communications and where necessary takes minutes of the meetings</li> <li>• Coordinate with ED's Executive Assistant on Summit-related ED diary, travel arrangements</li> </ul> <p><b><u>Correspondence and Document Drafting</u></b></p> <ul style="list-style-type: none"> <li>• Drafting official correspondence, including reports, contracts, and other administrative documents</li> <li>• Preparing documentation for key meetings, and delivers in a professional and timely manner</li> </ul> <p><b><u>Project Management</u></b></p> <ul style="list-style-type: none"> <li>• Small scale project management on an ad hoc basis</li> </ul>

## Global Alliance for Improved Nutrition

### **General Administration**

- Ensuring compliance with the GAIN administrative policies and procedures
- Any other duties on an ad hoc basis as requested by the Executive Director

### **Key organisational relationships**

- Directly reports to the Executive Director
- Liaises with wider GAIN Food System Summit team
- Coordinates work with Executive Director's EA's

## **JOB REQUIREMENTS**

### **Competencies**

- Excellent interpersonal skills and ability to engage professionally with people at all levels of seniority;
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines;
- Proficiency in office systems and database management
- Clear and systematic thinking that demonstrates good judgment, expert problem solving and creativity;
- Strong communication skills in multicultural, multi-lingual environments;
- Ability to work effectively as part of a multicultural, distributed team;
- Excellent organization and attention to detail;
- Ability to be independent, autonomous and comfortable working with ambiguity
- Good analytical skills.

### **Experience**

- Must have strong previous experience in a senior administrative capacity or Executive Assistant role
- Previous experience in working in a fast-paced environment, whether in the private or not for profit sector

### **Education**

- Bachelor's degree or equivalent relevant study in business administration

### **Other requirements**

- Fluent in written and spoken English
- Experience of/or demonstrated interest in international development/nutrition welcomed