

The Global Alliance for Improved Nutrition

Job Title:	Senior Programme Assistant, Eat Safe		
Classification:	E-2 Senior Programme Assistant	Direct Reports:	0
Work Location	Addis, Ethiopia	Travel Required:	10%

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>Overall Purpose:</p> <p>EatSafe is a five-year, multi-country project that aims to enable lasting improvements in the safety of nutritious foods in informal markets in low- and middle-income countries (LMICs) by focusing on the consumer. We will implement and test a series of gender-sensitive interventions to substantially improve food safety, working with vendors and creating consumer demand for safe nutritious foods. The interventions will be developed building on existing evidence and through the generation of new knowledge on what influences food safety in informal markets.</p> <p>The EatSafe Senior Programme Assistant will ensure smooth and efficient operation of the project by coordinating administrative and logistical support for all country-based staff and support development of subawards and tracking of sub-partner/sub-contractor/consultant deliverables.</p> <p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • 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. • Develop and monitor project-wide deliverable tracker • Work with the EatSafe Country Senior Project Manager to edit and finalize reports, publications, and presentations • Upload and update and organize EatSafe project files under GAIN's PRISM and SharePoint sites • Support EatSafe Country Senior Project Manager in the management of daily agenda; Update and track appointments • Provide timely coordination and scheduling of all meetings, calls and events (internal and external); • Arrange domestic and international travel and accommodation Country EatSafe Team and visiting EatSafe team members, • Prepare itineraries and briefings for travel including pre- and post-travel documentation (visas, travel authorization, and travel claims, • Ensure project monthly timesheets are completed timely and absence requests are documented

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Key Organizational Relationships

- Reports to the EatSafe Country Senior Project Manager
- Supports and is active member of the EatSafe team.
- Regularly interfaces and helps facilitate activities for the Country EatSafe team.
- Works closely with support staff across GAIN program areas

Job Requirements

Competences (Skills and Attributes):

- 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
- IT literate with excellent MS Office skills including MS Word, MS Excel, PowerPoint, SharePoint, MS Publisher, Teleconferencing and report writing
- Flexible and willing to take on new responsibilities and provide support to all GAIN staff as needed
- Values team building and developing positive office environment
- Knowledge and understanding of basic financial principles for compliance
- Flexible and helpful attitude, willing to troubleshoot and solve problems as they arise
- Anticipates project Country Team's needs and provides necessary information as needed
- Helps team members work through logistical and programmatic needs
- Collaborates across Country teams and shares information and knowledge on a timely basis

Experience:

- At least 2 years working experience
- Demonstrated working experience preferably in an office environment supporting development programmes, NGOs, donor funded and related projects

Education:

- Bachelor's degree social sciences/humanities or equivalent work experience.

Other Requirements:

- Excellent written and spoken English required; good command of Amharic, is an advantage
- Willingness to travel within Ethiopia to implementation cities and markets

WHAT GAIN OFFERS

The Global Alliance for Improved Nutrition

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