

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Junior Associate, Administration
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<b>Classification:</b>	C2 – Junior Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Maputo, Mozambique	<b>Travel required:</b>	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><b>Overall purpose</b></p> <p>The Junior Associate, Administration will support the Office Manager and Project Managers in the implementation of the projects. Oversee office administration and logistics and provide administrative and project support to the Country Manager and project teams.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Administrative and Projects Support</b> <ul style="list-style-type: none"> <li>○ Support the Office Manager to coordinate internal and external meetings. Arrange meeting rooms, draft and disseminate meeting agendas, prepare briefing notes and where necessary take meeting minutes which may include preparing and disseminating materials. Manage the internal meeting schedule</li> <li>○ Support in the organization of meeting and workshops for GAIN programs, including travel arrangements, meeting logistics and security.</li> <li>○ Assist in scheduling and planning for events and conference calls, make recommendations regarding meeting or equipment facilities.</li> <li>○ Draft correspondence including reports, contracts, and other administrative documents.</li> <li>○ Prepare presentations, graphics and charts as requested.</li> <li>○ Assume responsibility for document filing and develop office administrative procedures as required.</li> <li>○ Respond to general enquiries to the country office.</li> <li>○ Make logistic arrangement including flights reservations, hotel and vehicle arrangement for project staffs, visitors/partners, donors, consultants, volunteers and interns</li> <li>○ Carry out other duties such as take minutes of office meetings as requested by the Office Manager</li> <li>○ Manage filing the office documents (excluding finance and legal) for both hard and electronic copies.</li> </ul> </li> </ul>

## Global Alliance for Improved Nutrition

- **Visas and Work Permit Support**

- Assist in coordination of domestic and international travel arrangements for team including arranging tickets, visas, etc.
- Liaise with international visitors and provide any necessary support for acquiring business visas.
- Assist the Office Manager support GAIN international staff with work permit and DIRE processes (as needed). Ensure that relevant documents are always up to date. Liaise with legal counsel on visa and work permit related issues.

- **Office Management**

- Control the petty cash expenses and generate the respective reports to be submitted to the Finance Manager.
- Assist in Coordination of delivery of goods from suppliers, manage records and keep a fixed asset registry as per national requirements.
- Ensure timely customs clearing and follow up with government offices as required.
- Perform day to day facilities management of the country office, developing and maintaining good relationships with suppliers.
- Assist with overseeing transportation and vehicle management, liaising with country finance to ensure timely payments and control of transportation logs.
- Ensure services are providing value for money and contracts are up to date.
- Perform other duties as required by the Office Manager

### Key organisational relationships

- Reports to the Office Manager
- Supports Project Managers as required in coordination with Office Manager

## JOB REQUIREMENTS

### Competencies

- Proactive with a commitment to quality and accuracy with close attention to detail.
- Strong interpersonal, organizational and communications skills.
- High flexibility and occasional availability to work outside regular working hours.
- Effective oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organization.
- Able to prioritize, multi-task, and work well under pressure with frequent deadlines.
- Reliable and enjoys working in a multi-cultural, cross functional team with flexible and adaptable approach to work.
- Ability to work without close supervision.
- Computer literacy with MS Word, MS Excel, Outlook, and PowerPoint skills.

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### Experience

- Previous admin experience is an asset

### Education

- High School degree, additional qualification as an Administrative Assistant or Secretary such as certificate/Diploma in Business Administration or and bachelor's in business administration will be considered

### Other requirements

- Mozambican nationality or the ability to work in Mozambique
- Ability to travel on occasion

### WHAT GAIN OFFERS

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