

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Senior Administrative Assistant / Office Administrator		
<b>Classification:</b>	D2	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi, Kenya	<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>The Office Administrative Assistant will perform all office administrative duties, ensure the smooth running of the office, the role will have logistical, procurement and basic accounting tasks. The jobholder is expected to demonstrate commitment and loyalty and perform all duties in accordance with the organization's office routines and procedures, keeping in mind the overall organisation objectives.</p>
<p><b>Tasks and Responsibilities:</b></p> <p><u>Office administration and establishing</u></p> <p><b>Office Administration role (70%)</b></p> <ul style="list-style-type: none"> <li>• Manage general administration of GAIN kenya office including the implementation of effective and efficient office procedures and systems, provide support to employees related to facilities and offices, including development of new systems and processes as appropriate; all supply and maintenance related requirements; all reception and hosting requirements; respond to public inquiries</li> <li>• Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies</li> <li>• Focal point for procurement, initiate all the procurement processes and attend procurement committee meetings as a procurement officer</li> <li>• Manage building access (security passes) and all liaison required with the building management as well as organisations on other floors within the building</li> <li>• Oversee the proper upkeep and maintenance of office premises and working facilities like telephone system, printers, and furniture to provide the best possible physical environment for staff to discharge their duties</li> <li>• Provide induction for staff on employee health and safety measures in the office. Has responsibility for health and safety in the office. ensuring first aid supplies are up to date, Fire extinguishers are serviced</li> <li>• Collaborate with GAIN IT Team to ensure Office IT systems are functioning efficiently and ensures the organization and maintenance of paper and electronic filing systems that facilitate easy access to information for Nairobi and HQ staff</li> </ul>

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- Organizes logistics of meetings and workshops for GAIN program, including travel arrangements for internal and external events
- Serve as the Kenya office first contact point for local service providers and maintain a good communication and working relation. Organize conference calls, meetings and takes notes during GAIN Kenya internal meetings as required.
- Maintain and manage an up-to-date assets register for the office and manage documents filing and develops office administrative procedures as required

### Finance, systems and processes (30%)

- Prepare accounting supporting documents as per the organization policies (e.g. raise PO on a timely manner), including seeking for approval from project managers and budget holders
- Directly liaise with the finance team to submit approved documents for processing
- Manage and reconcile Petty Cash expenses periodically
- Support external and Internal audit process as may be required

### Key organisational relationships

- Reports to the Head of Operations
- Supports all GAIN kenya staff including visitors

## 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
- Flexible and adaptable approach to work

### Experience

- Minimum 2 years in administrative support

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### Education

- Bachelor's degree in relevant field

### Other requirements

- Business English, written and verbal is essential
- Degree of creativity and latitude is expected

### WHAT GAIN OFFERS

- Friendly working environment
- Professional development opportunities