

Global Alliance for Improved Nutrition

Job title:	Communications Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	0

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. Namely, 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>The role of Communications Assistant will be part of the GAIN Communications Headquarters team. The team is currently spread across the Globe mainly between Geneva, London, Nairobi, and New Delhi. The GAIN Communications team works across different levels of the organisation to shape the nutrition narrative, capitalise on major events, build stakeholder engagement, and measure impact. The team works closely with the Executive Director and Country Directors, and Programmes Leads working in countries and with GAIN's representative offices.</p> <p>This position requires a considerable amount of teamwork, particularly since it covers a variety of areas. The role requires a sound understanding of administrative processes, such as financial and legal processes within the organisation with an interest and focus on Communications activities.</p> <p>The Communications Assistant will be in charge of the administrative duties of GAIN Communications pertaining namely to diligently process all payments, deliver necessary forecasts and reporting, drafting of contracts, Single Source Justifications, travel authorisations, and logistics (60%) and act also act as the communications allrounder for the unit (40%).</p>
<p>Tasks and responsibilities</p> <p><u>Support in financial processes</u></p> <ul style="list-style-type: none"> • Manage all submissions and tracking of invoices (regular monthly bills and ad-hoc invoices, including creating new vendor profiles, raising/maintaining procurement orders (Pos), track approvals, etc) and office credit card reconciliation • Implement financial policies and procedures and ensure payments have been processed timely and accordingly • Monitor closely and prepare communications balance sheets per budget codes (in and out), ensuring timely processing of invoices of all related vendors through the system, through email and through contracts • Deliver weekly and monthly financial updates to wider team at internal teams meeting and financial reports according to needs of the unit and the organization • Regularly liaise with Head of Communications and the team to ensure full oversight of budget status • Ensure other teams have an overview of their Comms spending when necessary • Act as first contact for Communications finance and budget and flag any issues with budget and anticipate problems and come with solutions to these <p><u>Support in forecasting exercises for the Communications budget throughout the year</u></p> <ul style="list-style-type: none"> • In close coordination with Head of Communications, assist in budget planning and forecasting • Liaise with the team to ensure the forecasting is done with as much precision as possible

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- Attend weekly team meetings to understand what projects are on the pipeline and their impact on the budget
- Ensure team meets the deadlines to submit forecasting files

Support in legal processes

- Take responsibility for drafting contracts and processing them as necessary and liaise with the legal team in so doing
- Secure timely signatures on legal contracts, bank account documents, etc. Ensure processes are duly followed.
- Follow up with contracts and projects to ensure the delivery is according to contracts
- Drafting of Waivers as necessary and following up the process for approval

Support in communications tasks

- Support in carrying out background research to complement communications activities and outputs
- Act as a communications allrounder for the global and country communications team to include, editorial support, end-to-end webinar support, media relations, etc.
- Assist the digital communications team in drafting social media content and uploading content on the GAIN website and social media platforms
- Manage and coordinate specific communications projects as assigned by communications team

Support in other admin tasks

- Booking and managing travels for the team
- Schedule meetings and appointments for the team
- Set agendas and deliver minutes for team meetings and committees; and capture action points as needed.
- Manage the logistics side of organisation of events: ensuring venues, liaising with vendors, ensuring functioning IT in events, etc.

Key organisational relationships

- Head of Communications
- Communications Managers
- Communications Associates
- Accounts Payable
- International Finance Manager
- Legal advisors

JOB REQUIREMENTS

Competencies

- Excellent organisational skills
- Solid understanding of budgeting processes
- Strong team player but able to work independently
- Excellent communication skills
- Detail oriented
- Excellent oral and written English
- Excellent MSO skills (Outlook, Word, Excel, PowerPoint)
- Ability to prioritise appropriately
- Ability to work collaboratively with a team and within a multicultural organisation

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Experience

- At least 2 years of experience in administrative roles, preferable with links to communications, marketing, journalism, public relations, or related area

Other requirements

- Languages: Proficiency in English is required, working knowledge of Portuguese or French and additional languages is an asset