

The Global Alliance for Improved Nutrition

Job title:	Senior Programme Assistant, EatSafe
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Classification:	E2 – Senior Programme Assistant	Direct reports:	0
Work location	Abuja, Nigeria	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>The USAID-funded EatSafe: Evidence and Action Towards Safe, Nutritious Food programme will be implemented by a consortium led by GAIN, with the goal of generating evidence and knowledge of the potential of increased consumer demand for safe food to substantially improve the safety of nutritious foods in informal market settings in low and middle-income countries.</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 sub-awards 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 and drafting meeting documents. • Attend and record meeting discussion and action items as needed. • Develop and monitor project-wide deliverable tracker • Work with the EatSafe Head of Country Programmes to edit and finalise reports, publications and presentations • Upload, update and organise EatSafe project files under GAIN's MIS and SharePoint sites • Support EatSafe Head of Country Programmes 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 authorisation, and travel claims) • Ensure project monthly timesheets are completed timely and absence requests are documented

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Key organisational relationships

- Reports to the Head of EatSafe Country Programmes
- 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

Competencies

- Highly organised 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
- Collaborates widely across Country teams and shares information and knowledge on a timely basis
- 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

Experience

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

Education

- Bachelors degree / HND in pure or social sciences / humanities

Other requirements

- Willingness to travel up to 10% of the time outside of Abuja

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WHAT GAIN OFFERS

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