

Global Alliance for Improved Nutrition

Job title:	Senior Program Assistant
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Classification:	E2 – Senior Program Assistant	Direct reports:	0
Work location	Maputo, Mozambique	Travel required:	30%

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 Senior Program Assistant works with and provides support to the members of the Program Team in program development and implementation. They will provide effective support and assistance to ensure smooth program implementation in line with GAIN's policies and regulations. Reporting to the Head of the Program, the Senior Program Assistant will provide operational and administrative assistance to the Program team including coordination and logistical services in support of the operations of the Program, and information management for the team.</p>
<p>Tasks and responsibilities</p> <p>Information Management</p> <ul style="list-style-type: none"> • Develop, maintain and organize up-to-date hard and electronic files including correspondence to ensure safekeeping of confidential materials. • Provide assistance in processing calls for proposals as required, and maintains a tracking system of responses to proposals. • Under the supervision of the Head of Programs, prepare presentation materials/slides for the meetings/workshops • Coordinate and disseminate all internal and external material, including publicity and background documents for local GAIN events and coordinate appropriate mailings or distribution. • Determines workflow problems and develops solutions to ensure smooth operations by prioritizing work according to departmental needs

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Workshops and Events

- 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.
- Liaise with Finance and other outside agencies regarding venue, travel, hotels, and with Catering Services staff for provision, room organization and logistics.
- Prepare training kits or information packages and sends material to participants in a timely manner
- Coordinate registration process and act as contact person for the participants.

Programme Management Support

- Provide programme and administrative support to the programme team in the preparation of various programme documents, such as work plans, budgets, reports, and proposals on programme implementation arrangements.
- Identify sources, gather and compile data and information for the preparation of documents, guidelines, and other material as required.
- Assist the programme team in reviewing and preparing documentation on the procurement of goods and services, and support contract tracking.
- Support the team in providing guidance to the country and project offices on routine implementation of the project, tracking use of financial resources.
- Update and track appointments for the Programs team

Travel Management

- Arrange domestic and international travel and accommodation for the programme team and project staff and liaise with travel agency to obtain estimated fares
- Prepare itineraries and briefings for travel including pre- and post-travel documentation (visas, travel authorization, travel claim, expense reports, compensatory time off)
- Maintain and regularly updates travel plans and budget amounts to provide an accurate overview of the Program's travel budget.
- Provide updated travel reports to the team and the Head of Programs and advise on any projected overruns.
- Responsible for formatting, distribution and filing of trip reports.
- Reconcile travel agency invoices and travel expenditures for all team members and submits them for authorization and payment.

Financial Management Support

- Create requisitions in the system for receipt of goods and services, including making budget check for requisitions, POs and vouchers.
- Support the programme team in the financial management of the project.
- Organize, compile and process information from the donor as well as from the programme team, and keep track of the information through databases

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- Support the programme team in the tracking of and reporting on mobilized resources

Key organisational relationships

- Reports to the Head of Programs
- Supports Project Managers as required in coordination with Country Director

JOB REQUIREMENTS

Competencies (skills and attributes):

- Highly organised with keen attention to detail
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure
- Professional written and verbal communication skills with the ability to work in multicultural, multi-lingual environment
- Proactive and goal oriented, willing to occasionally work outside of normal working hours if specifically requested
- IT literate with excellent MS Office skills including Excel and PowerPoint
- Action and solution-oriented
- Values teambuilding and developing positive office environment
- Knowledge and understanding of basic financial principles
- Collaborates widely across teams and shares information and knowledge on a timely basis

Experience

- Prior experience working as a Senior Program Assistant in a relevant field
- Experience supporting with finance administration tasks including POs, requisitions etc
- Demonstratable experience with program/project coordination, management, and/or evaluation
- Experience in working in a computer environment using multiple office software packages.

Education

- High School diploma or equivalent plus additional specialized training in administration, office management, business or related field University degree (or equivalent) in Business or Public Administration or related field is an asset.

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Other requirements

- Ability to travel on occasion
- Fluency in Portuguese & English
- Strong oral and written communication skills

WHAT GAIN OFFERS

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