

Global Alliance for Improved Nutrition

Job title:	Junior Associate, HR
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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. 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>GAIN is expanding, the workforce has doubled in a short time and will continue to grow.</p> <p>This growth translates to a significant increase of our HR activities especially in the employee life-cycle field, including the maintenance and the development of our HRIS. The Junior Associate, HR will actively support general HR administrative duties under the guidelines of the HR Senior Associate and will act as a real back-up.</p>
<p>Tasks and responsibilities</p> <p><u>Employee lifecycle</u></p> <ul style="list-style-type: none"> • Actively support with the employee life cycle: draft and prepare contractual documents (extensions, addendums, calculation of final settlements, separation agreements, etc.) • Support for the maintenance and the update of electronic staff records (including archive of formers staff) • Support for all the paperwork and administration related to any internal moves (issuing letters, system update, sorting letters in appropriate folders) <p><u>HRIS System Support</u></p> <ul style="list-style-type: none"> • Create new joiners in the HRIS and on the Drive • Support in the update and maintenance of the HRIS to make sure it is up to date and accurate • Coordinate with relevant focal points in countries to collect public holidays, ensuring alignment with our Global HR Policy, and update the HR system accordingly • Provide guidance support to GAIN users (especially on the absence part) • Assist the HR Senior Associate in the yearly audit • Extract reports when required <p><u>HR Projects</u></p> <p>HR templates:</p>

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- Audit of all our templates (e.g., addendums, extensions, acting, separation agreements), propose improvements to make it usable by all HR actors (incl. HR Reps/Officers)
- Create material to train countries (process guidelines and expectations), on how to use the templates, to enable effective local management of addendums where required

HRIS:

- Update guidelines addressed to HR Reps.
- Train countries: (content, plan/organization and logistics) on how to read leave balances, how to calculate leave accruals for final settlements
 - How to extract reports
 - Actively involved in HRIS development projects

Logistics & Administration

- Update monthly global insurance report
- Manage invoices and raise related purchase order as per internal procurement policy
- Day to day support for HR related matters
- Support in various audit requirements
- Support the HR Team when required

Key organisational relationships

- Reports to the Senior Associate, HR
- Works closely with the wider HR team

JOB REQUIREMENTS

Competencies

- Strong interpersonal and organizational skills
- Comfortable with HR systems
- Intermediate/advanced level of Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Proactive with a commitment to quality and accuracy with close attention to detail
- Able to learn, apply and refine HR systems and processes
- Effective communication skills, both written and verbal
- Able to plan, prioritize, multi-task, and work well under pressure
- Able to work in a fast-paced, changing work environment
- Reliable and enjoys working in a team with a flexible approach
- Understanding of and commitment to professional confidentiality
- Strong team player
- Knowledge Sharing
- Ability to work independently and autonomously

Experience

- Previous general office experience in a complex, fast-paced environment
- Experience in providing excellent, high quality HR generalist services throughout the entire employee life cycle
- Experience of working for an international development organization, preferably with an HR focus to the role

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Education

- University degree/diploma in human resources, business administration, or a related field or equivalent or relevant work experience

Other requirements

- Fluency in spoken and written English
- French is a plus
- Good Knowledge and understanding of current employment legislation and good practice

WHAT GAIN OFFERS

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