

Global Alliance for Improved Nutrition

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| Job title: | Administrative Contract Systems Assistant |
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| Classification: | Grade 2 | Direct reports: | 0 |
| Work location | Geneva, Switzerland | 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 |
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| <p>Overall purpose</p> <p>To support the legal team ("Team") in ensuring effective administrative support and act as the focal point for the Contract Lifecycle Management system ("CLM")</p> |
| <p>Tasks and responsibilities</p> <p><u>Contract Lifecycle Management System ("CLM") – 50%</u></p> <ul style="list-style-type: none"> • Act as the focal point for CLM and provide daily support to GAIN staff on CLM • Provide support to the Team with the evolutions/developments of CLM, including testing the new features, liaising with the external provider and documenting the progress of evolutions • Assist the Team in training GAIN staff in relation to CLM by: <ul style="list-style-type: none"> ○ updating the existing training materials and developing new ones where required for the use of CLM under the guidance of the Team; and ○ organizing training sessions and participate in the training delivery • Assist in the maintenance of GAIN's templates portfolio • Perform monthly screening internal audits to ensure adequate use of the screening software <p><u>Compliance and Governance – 20%</u></p> <ul style="list-style-type: none"> • Organize coordination calls with country offices, record minutes and perform regular follow up on outstanding matters to ensure compliance with local regulatory requirements • Support the Team in keeping compliance pages for each country office up to date by liaising with the country teams and the law firms in the relevant jurisdiction • Support the Team in processing the paperwork to reflect and implement decisions of the Board of Directors <p><u>General Administrative Support – 30%</u></p> <ul style="list-style-type: none"> • Liaise with and meet with the Notary, Chancellery and relevant UN missions for legalization purposes • Process invoices related to provision of legal services for payment • Prepare Legal newsletter with inputs from the Team • Support the Team in maintaining the legal SharePoint site up to date • Support the Team in maintaining the global trademark portfolio, including collecting proof of use and preparing the files for the law firm |

Global Alliance for Improved Nutrition

- Manage the Legal inbox and dispatch the questions to the relevant individual where appropriate

Key organisational relationships

- Reports to the Legal Manager
- Works on a daily basis with the Legal Advisor and the Legal Manager
- Regular and ongoing contact with country offices, senior management, program teams and corporate services functions

JOB REQUIREMENTS

Competencies

- Dynamic, pragmatic and open minded professional with a strong service-oriented and problem-solving approach
- Efficient and well organised who can deal with all tasks logically and effectively
- Good agility navigating Information technology system and software
- Quick learner, process oriented and with excellent communication
- High standards of ethics and values
- Operate with a high degree of accuracy with strong attention to detail
- Excellent English and French spoken and written skills
- Good working knowledge of entire MS Office package along with good general IT skills
- Good agility navigating Information technology system and software
- Exposure to compliance and governance processes is an added advantage

Experience

- Previous experience working as an administrative assistant (ideally with an international organization, in a complex and fast paced environment)
- Previous experience in the use of contract management system or other electronic tools is required
- Previous experience in preparing training documentation and supporting training activities of non-legal staff in the use of software systems is desirable.
- Experience supporting with processing invoices and purchase orders

Education

- Administration degree/certificate or CFC

Other requirements

- Must be eligible to work in Geneva, Switzerland

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WHAT GAIN OFFERS

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