

Global Alliance for Improved Nutrition

Job title:	Senior Program and Administrative Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Jakarta, Indonesia	Travel required:	10%

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 those most vulnerable to malnutrition.

DESCRIPTION
<p>Overall Purpose</p> <p>The Senior Programme and Administrative Assistant provides support with general administrative tasks related to facilities management, essential administrative and basic accounting services to the program operations team whilst ensuring compliance with GAIN policies, systems and procedures. He/she plays an important role in the smooth running of the organization and provides support to the members of the program team and in the general management of the office.</p> <p>S/he also ensures compliance with external requirements, such as local laws & regulations, service provider and vendor contractual obligations. S/he will support the Finance and Admin Manager in safeguarding GAIN's interests in these transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises, and support the country office in maintaining good relationships with external stakeholders.</p> <p>The position will report to the Finance and Administration Manager work closely with in-country colleagues, Global legal and finance team, and external parties such as Executing Agencies and the Ministries.</p>
<p>Tasks and Responsibilities</p> <p><u>Finance Support</u></p> <ul style="list-style-type: none"> • Manages Indonesia office petty cash and prepares the report for the Finance and Admin Manager's review. • Ensure compliance to the Delegation of Authority (DOA) and Country Finance Manual for all the expenses incurred and paid in country for the accuracy of the financial reports. • Complete proper documentation of Cash Advance and follow up the settlements and ensure timely settlements. • Collaborate with the Finance and Admin Manager to create timely monthly report to HQ and Ministry of Health. • Ensures all documents are filed and kept for auditing purposes according to GAIN's internal procedures. • As a procurement champion, provides guidance to the Project managers and other staff in ensuring compliance with the GAIN procurement policies and Country Finance Manual. Ensures the smooth flow of approval documents, ensuring information transfer to the relevant staff.

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Administrative Support

- Responds to general inquiries to the country office staff.
- Draft and disseminate meeting agendas, and where necessary takes meeting minutes, which may include preparing and disseminating materials as instructed
- Responsible for scheduling and planning for internal and external events and conference calls, makes recommendations regarding meeting facilities, equipment, including travel and hospitality for meeting attendees by ensuring value for money and compliance to GAIN's procedures.
- Prepare formal correspondence including letters, reports, contracts, and other administrative documents
- Responsible for document filing and archiving of official letters and invitations in and out of the GAIN Indonesia office and develops office administrative procedures as required
- Responsible for drafting Indonesia office contracts and CLM submission in compliance with the legal contracting process and templates.
- Coordinate with HQ legal for contract issues to ensure compliance with legal requirements and Indonesia Law. Coordinate with GAIN's local lawyer when needed.
- Arrange travel itineraries including pre-and post-travel documentation (TA, ticket, accommodation, and visa arrangements) when required.
- Provides guidance for country staff and global staff for travel claims. Support travel claims for Country Representative and Head of Program.
- Act as GAIN's focal point with the Ministry of Health for the MOU correspondence and coordination.

Office Management

- Coordinates with GAIN IT for the installation and day-to-day monitoring of office equipment, and laptop set up for new staff.
- Act as a focal point and maintain good relationships with suppliers.
- Oversee office transportation and driver, ensure compliance with vehicle management policy.
- Coordinate daily task of support personnel such as driver and office assistant.
- Responsible for safeguarding and managing GAIN's office inventory and assets system.
- Other task required by the Finance and Admin Manager and Country Representative.

Other Program Support

- Provide guidance and advice to project manager in the procurement process including compliance with the GAIN Procurement policies and country office manual.
- Coordinate with vendors and Executing agencies on the Quotation/ budget development and documentation of supplier checklist requirements.

Key Organisational Relationships

- Reports to the Finance and Administration Manager
- Works closely with Indonesian staff and consultants to provide accounting and administrative support as required.
- Coordinates with GAIN Corporate Services Team to ensure open communication channels, and coordinates requests and meetings.
- External suppliers and stakeholder organizations in Indonesia.

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Proactive with a commitment to quality and accuracy with close attention to detail. • Strong interpersonal, organizational, communication and advocacy skills. • Effective oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organization. • Proven ability to prioritize, multi-task, and work well under pressure with frequent deadlines. • Reliable and enjoys working in a multi-cultural, cross functional team with flexible and adaptable approach to work. • Proven Computer literacy, with strong hands-on capability in all social media platforms, online content management, Microsoft Office, MS Excel, Outlook, PowerPoint • Flexible and adaptable approach to work. • Ability to travel if required • Knowledge and understanding of basic financial principles • Collaborates widely across teams and shares information and knowledge on a timely basis
<p>Experience</p> <ul style="list-style-type: none"> • Successful previous experience in an administrative / office management role, preferably in an international NGO. • Experience supporting with finance administration tasks including Pos, requisitions etc
<p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in finance and administration preferred, or alternatively equivalent work experience.
<p>Competencies</p> <ul style="list-style-type: none"> • Initiative • Teamwork/Collaboration • Negotiation • Procurement and Accounting • Project Management • Knowledge Sharing
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluency in English required, written and verbal

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WHAT GAIN OFFERS
<ul style="list-style-type: none">• Flexible working hours• Friendly working environment• Professional development opportunities