

Global Alliance for Improved Nutrition

Job title:	Project Assistant, Cabo Delgado Food Systems Strengthening Programme (CDFSS)		
Classification:	Grade 2	Direct reports:	0
Work location	Nampula, Mozambique	Travel required:	50%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
Overall purpose The Project Assistant provides administrative, logistical, documentation and field-level support to the CDFSS programme team. The position holder will support the organization and delivery of programme activities, field missions, meetings, beneficiary engagement, data collection, procurement documentation and asset distribution. This is an operational support position with a significant field component. The Project Assistant is expected to work regularly in communities, markets and programme sites, supporting Project Officers and ensuring that activity records, beneficiary documentation and administrative requirements are accurate, complete and submitted on time. This position requires a well-organized, reliable and detail-oriented individual who can manage multiple administrative and field-support tasks in a fast-paced programme environment.
Tasks and Responsibilities <u>General Operations Support</u> • Provide day-to-day administrative support to the Project Coordinator, including scheduling, minutes and action tracking. • Ensure field mission logistics (transport, accommodation, per diems and materials) are organized and prepare mission folders and monitoring tools. • Maintain organized filing systems and support the drafting and proofreading of programme documents.

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- Ensure programme supplies are facilitated on time and maintain the programme calendar.

Field support and beneficiary engagement

- Support Project Officers in delivering training, market activations and community sensitization activities.
- Assist with beneficiary mobilization, registration and verification, and support asset distribution and handover documentation.
- Liaise with cooperative leaders, vendor associations, NGOs, Government and community structures for scheduling and logistics.
- Collect attendance lists, participant records and activity evidence, and transmit field information promptly to the Project Coordinator.

Documentation and Data

- Maintain a database of documentation used for assessment/baseline stage studies.
- Administer approved data-collection tools and maintain accurate, organized programme data and trackers.
- Check field submissions for completeness and flag inconsistencies to the Project Coordinator.
- Compile beneficiary numbers, activity summaries and case studies to support progress and donor reports.
- Maintain confidentiality when handling beneficiary information and programme data.
- Responsible for archiving and documentation of project data. Including uploading and regularly updating PRISM for management information and review.

Procurement and Financial Compliance support

- Assist in preparing procurement requests, collecting quotations and tracking delivery of goods and services.
- Confirm receipt, quantity and condition of delivered goods, and maintain accurate asset and inventory records.
- Prepare and file grant, asset-distribution and payment-support documentation. Collect and organize receipts, invoices, per diem forms and other financial supporting documents.
- Support the preparation of activity budgets, payment requests and mission reconciliations.
- Follow GAIN administrative, financial, safeguarding and donor-compliance procedures, and promptly report irregularities.

Key Organizational Relationships

- Reports to the Project Coordinator, CDFSS
- Works closely with the project team and the wider GAIN Mozambique country team.
- Close collaboration with implementing partners and service providers.

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JOB REQUIREMENTS
Competencies • Knowledge of project management principles, practices, techniques and procedures. • Maintains accurate records and completes assigned tasks within agreed timelines. • Manages multiple administrative and field-support responsibilities in a structured manner. • Comfortable working in markets, communities and programme implementation sites. • Ability to communicate respectfully and clearly with beneficiaries, NGOs, Government, Private Sector and colleagues. • Ability to handle confidential data/information and adapt to programme needs. • Strong organizational and record-management skills; proficiency in Microsoft Word, Excel and PowerPoint. • Ability to prepare clear documents, trackers and basic reports, and use digital or paper-based data-collection tools accurately. • Basic understanding of financial documentation, procurement procedures and administrative controls. •
Experience • Experience in programme support, administration, field coordination or community-based work. • Experience working in food security, agriculture, community development or enterprise support settings is an advantage. • Experience working with NGOs, Government, Private Sector actors, Confederação das Associações Económicas de Moçambique (CTA), cooperatives or donor-funded projects is desirable. • Experience with field data collection, beneficiary registration or community mobilization is an advantage.
Education • Bachelor's degree or diploma in Development Studies, Social Sciences, Business Administration, Agronomy, Public Administration or a related field.
Other requirements • Full professional proficiency in Portuguese; working knowledge of Makhuwa, Emakhuwa, Shimakonde or another local language is a strong advantage. • Willingness to travel regularly within Nampula and periodically to Cabo Delgado and Zambézia, including in field environments with limited infrastructure.
WHAT GAIN OFFERS
• Flexible working arrangements in accordance with organizational policies. • A collaborative and professional working environment. • Opportunities for learning and professional development. • Practical experience supporting a multi-province food-systems programme.

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.