



Call for Consultant



Executive Assistant, the Global Nutrition Report

About the GNR

The [Global Nutrition Report](#) (GNR) is the world's leading independent assessment of the state of global nutrition and leads the Nutrition Accountability Framework (NAF).¹ The GNR was established in 2014 following the first [Nutrition for Growth](#) (N4G) Summit as an accountability mechanism to track progress against global nutrition targets and the commitments made to reach them. It acts as a stocktake on the world's nutrition – globally, regionally and country by country – and on efforts to improve it.

The GNR is a multi-stakeholder initiative, consisting of a Stakeholder Group (SG), an Independent Expert Group (IEG) and the GNR Host (the current Host is Development Initiatives (DI)). The GNR aims to provide a single authoritative source on progress towards addressing poor diets and malnutrition on a global scale, with high standards of quality and independence. The GNR provides the best available data, in-depth analysis and expert opinion rooted in evidence to help drive action on nutrition where it is urgently needed. Through a comprehensive [Report](#), interactive [Country Nutrition Profiles](#) and [Nutrition Commitment Tracking](#), the GNR sheds light on poor diets and the burden of malnutrition, from undernutrition to diet-related non-communicable diseases (NCDs), tracks progress on global nutrition targets and highlights working solutions to improve nutrition around the world.

The GNR is led by the IEG Chair, who is supported by IEG members to develop an independent and high quality GNR. The current chair is Dr Renata Micha.

The GNR's goal is to inform, shape and inspire action with data and evidence on policy, practice and financing that result in greater accountability and progress in tackling poor diets and malnutrition globally.

¹ The N4G Accountability Working Group, formed under the auspices of the government of Japan, has called for “an independent, coherent, streamlined, unified, well-financed and cost-effective accountability framework to hold all stakeholders, including governments, businesses, civil society organizations (CSOs) and philanthropic organizations accountable”. The Working Group has recommended that, as the key accountability mechanism for N4G commitment tracking, the GNR should be the natural choice for coordinating the overall nutrition accountability framework, thus extending N4G commitments aimed at coordinating nutrition accountability as a whole in the long term. See: https://nutritionforgrowth.org/wp-content/uploads/2020/10/Accountability-WG-Final-report-designed-VF_Compressed.pdf

About the GNR Host

The Host organisation supports the IEG in developing the GNR, providing the IEG with data analysis and research support as well as coordinating and managing key programme functions. The Host leads on programme management, fundraising and the production, communication and dissemination of the report, as well as maintaining the website and managing all digital assets of the GNR. [Development Initiatives](#) (DI) was awarded this role in 2018, and its hosting was extended in 2020 for a further three years, from March 2021 to March 2024.

DI is a global organisation harnessing the power of data and evidence to end poverty, reduce inequality and increase resilience.

We deliver trusted and actionable insights for decision-makers and partners based on what available data can tell us. We increase data use by growing people's skills, expertise and confidence in data and showing how data can drive better outcomes. And we improve what data is available by helping others to collect, share, manage and use data responsibly and effectively.

Through this, we are supporting partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking.
2. Improve the quantity, quality and coherence of public finance and private investment.
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

So our work informs effective policy and practice, helps change mindsets and influences debate to bring about the changes we want to see.

With staff in Kenya, Uganda, the UK and the US, and partners in many other regions and countries, we have networks to make an impact across the globe.

We undertake an exciting portfolio of grant-funded work and we offer consultancy services to those who share our aims and values.

Executive Assistant

Role content and purpose

The role is responsible for providing full executive assistance to the Chair of the IEG. They will also provide support to the key governance groups of the GNR:

- The IEG
- The Technical Advisory Working Group (TAWG) of the NAF
- The Stakeholder Group.

The role requires a high level of maturity, forward thinking and self-discipline. The post-holder will be expected to operate at a high level of professionalism and be a skilled stakeholder manager. They will engage with staff and external stakeholders of all levels on behalf of the Chair of the IEG. The post-holder is required to be trustworthy, highly discrete and sensitive, as they will be aware of and support the management of confidential matters and high-level programme information. Above all else, the post holder must be organised, skilled at prioritising important tasks and able to organise others.

This role requires the ability to work independently and proactively, and to respond to requests quickly and efficiently.

The post-holder should be comfortable with a range of tasks, from liaising with senior-level external personnel, to taking minutes and arranging meetings and travel logistics.

The workplan will be managed by the IEG Chair.

Core responsibilities

Manage the office of the Chair of the IEG: ensure the Chair can deliver on their responsibilities effectively and efficiently; coordinate all their communications; manage their annual calendar, prioritising their time so they focus on the important tasks; manage all stakeholder inquiries on behalf of the Chair, obtaining their steer as required; ensure all meetings are fully prepped for ahead of time and actions from the meetings are completed by the different stakeholders. In order to fulfil the above responsibilities, the post-holder will:

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- Prepare and update necessary documentation in support of the coordination of the various governance groups – i.e. terms of reference, evaluation and declaration forms, contracts, etc.
 - Plan and organise IEG, SG and TAWG meetings, including the arrangement of relevant logistics and agenda, and managing the production and circulation of pre-read materials.
 - Record, produce and follow up on minutes/actions for key IEG, SG and TAWG meetings.
 - Manage mailing lists, documents and folders related to the IEG, SG and TAWG – i.e. bios, conflict of interest documentation, etc.
 - Monitor the IEG Chair’s mailbox on a daily basis, flagging urgent queries and responding on their behalf where possible.
 - Ensure the IEG Chair’s diary is up to date, showing their availability and current location (e.g. in office, away on business, holiday, meetings, etc), and respond to internal queries on availability.
 - Communicate with GNR stakeholders on behalf of the IEG Chair, follow up with stakeholders on actions and ensure they are completed in a timely manner.
 - Organise complex overseas trips, including multi-stop travel, accommodation, visas and meetings, and ensure all logistics are taken care of to allow the Chair to focus on their priorities.
 - Support website updates, ensuring information on the website is kept up to date and relevant, in particular in relation to the key governance groups.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the post-holder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Fixed-term consultant contract for 12 months
Location:	Bristol, UK. Alternative locations within the UK will be considered for the right candidate
Daily Rate:	£113–£136 per day, depending on experience and capability
Hours:	35 hours a week

Person specification

Experience

Essential

- Minimum of five years' experience providing senior/executive-level support or proven academic equivalent.
- Excellent diary management experience.
- Experienced in and capable of handling confidential or sensitive information.
- Experience organising worldwide business travel.

Desirable

- Experience of Google Docs, online timesheet and expense systems is an advantage (training will be provided on bespoke systems).
- Experience of working within the sector or within the political arena.
- Experience of liaising with stakeholders around the world.

Skills and Abilities

Essential

- Good communication skills, including experience of working effectively with diverse audiences, and colleagues and stakeholders at all levels, both verbally and in writing.
- Excellent social and interpersonal skills, with the ability to develop relationships with internal personnel and key external contacts.
- Highly organised, with excellent time management skills.
- Ability to work under pressure and deliver on time, with attention to detail and accuracy.
- Advanced typing skills.
- Ability to prioritise, ensuring the Chair can focus on the strategic and important work while managing the urgent tasks for them.
- Ability to introduce systems and processes to improve internal communications between the Chair and the rest of the programme team.

Education

Essential

- Professional Executive PA diploma or similar.

Desirable

- Evidence of continuing professional development (e.g. relevant training).

Knowledge

Essential

- Excellent written and clear spoken English.
- Strong knowledge of MS Office, especially Word but including Excel and PowerPoint.
- Excellent telephone manner and competent knowledge of telephone systems.

Desirable

- Familiar with contacts databases or similar.
- Knowledge of international development or a demonstrated interest in poverty-related issues.

Personal Attributes

Essential

- A self-starter who can work independently and use their initiative with minimal support.

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded [here](#). Your letter should also include your

salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Development Initiatives (DI) is a global organisation that applies the power of data and evidence to build sustainable solutions that create an equitable and resilient world.

We work closely with partners at global, regional, national and local levels to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

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Contact
Connie Fitzgerald
Human Resources Officer
Connie.Fitzgerald@devinit.org

To find out more about our work visit:

www.devinit.org

Twitter: [@devinitorg](https://twitter.com/devinitorg)

Email: info@devinit.org

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GLOBAL HUB

Development Initiatives
First Floor Centre, The Quorum
Bond Street South
Bristol
BS1 3AE, UK
+44 (0) 1179 272 505

EAST AFRICA HUB

Development Initiatives
Shelter Afrique Building
4th Floor, Mamlaka Road
Nairobi, Kenya
PO Box 102802-00101
+254 (0) 20 272 5346

AMERICAS HUB

Development Initiatives
1100 13th Street, NW
Suite 800, Washington DC
20005, US