Organization and overall purpose:

The Access to Nutrition Initiative (ATNI) is a not-for-profit organization based in the Netherlands. ATNI shapes markets so they deliver more nutritious, affordable foods for all. Through accountability tools and strategies, ATNI empowers key actors in the food system – starting with industry – to accelerate sustainable access to nutritious and affordable foods. We catalyse change through effective collaboration with companies, investors, policymakers, consumer representatives and civic leaders.

Remaining independent and free of any undue influence, ATNI scrutinizes the performance of the world's food and beverage companies, benchmarking industry leaders on a range of nutrition-related topics and indicators. We provide companies, investors and policymakers with the data, analyses and intel they need to drive sustainable change.

For more information on ATNI, please visit our website www.accesstonutrition.org.

The role:

ATNI is growing. It has new donors, new projects and new staff. It also has a new five-year strategy approved in January 2023. Reporting to the Executive Director and a key member of ATNI's Management Team, the Head of HR & Operations will bring a unique blend of organizational development, HR and finance experience and oversee ATNI administration; develop and implement operational procedures and systems; manage ATNI's HR function and manage budgets and financial reports.

The position will initially oversee five staff and consultants.

This role offers a unique opportunity to play a substantial positive impact on a small but growing and influential global nonprofit.

Primary responsibilities:

Human Resources

- Manage and further develop ATNI's people and culture strategy and ATNI's HR policy and practice. This includes annual updates to ATNI's employee handbook as needed.

- Ensure transparent and systematic Operations of all HR activities

- Review HR policies on a yearly basis to ensure compliance & have knowledge of existing CAO

- Improve ATNI's performance review process and practice
• Develop ATNI's professional development opportunities, including individual training needs, team training needs and annual team retreats

• Coordinate and oversee ATNI's recruitment processes

• Coordinate any external HR relations and legal requirements with organizations such as UWV, Ombudsperson

**Systems and Organizational Development**

• Responsible for design, implementation and support of effective user-centered structure, processes and technology solutions that best serve the strategic needs of the organization

• Identify and champion opportunities for streamlining planning and improvement of technology, including integration across applications and workstream efficiencies

• Oversee the outsourced IT function and make recommendations to management on new systems and appropriate policies to ensure data security and protection.

• Provide recommendations to the Management Assistant and management on overall organizational and office matters.

**Finance and reporting**

• Working with the ED, support financial oversight of the organization.

• Working with the ED, revise and enhance ATNI's Procurement Policy and Financial Practices to document all existing practices and ensure alignment with good practice.

• Coordinate the annual audit function of ATNI, ensuring a transparent examination of financial records

• Collaborate with Project Leads to develop and advise the external Finance Manager to manage the annual and quarterly budgets.

• Improve vendor management.

• Take charge of overseeing donor reporting

**Job requirements:**

**Minimum requirements:**

• Master's degree in a relevant discipline: organizational management, HR, finance

• A background in the not-for-profit sector with an understanding of the private sector

• Significant work experience in operations and HR (senior level)

• Understanding of the Netherlands labour law
Experience in developing and implementing policies

Project finance experience

Experience of overseeing IT function

**Skills and qualities required:**

- Familiarity with health.
- Highly motivated, self-directed, entrepreneurial and adaptable. Able to work on multiple projects in parallel.
- Committed to addressing global problems and an interest and willingness to (further) develop understanding issues of global nutrition and the role of markets/private sector in health
- Cross-departmental collaboration
- Team-player: able to work as part of a growing (multicultural) team, collaboratively and flexibly
- Written and verbal English and Dutch language skills
- Understand the challenges of working for a small, global NGO

**What we offer:**

- A young, dynamic and international team
- Office space in Utrecht
- Working hybrid allowed
- Public transportation, pension contribution, laptop, insurance
- Salary range 4900-6100 Euros gross per month (based on full time/40 hours)

Candidate should be eligible to work in The Netherlands. A valid work permit and/or European passport is therefore required to be considered for the position.

**Reaction**

<table>
<thead>
<tr>
<th>Application process</th>
<th>How to apply: HVFC international supports Access to Nutrition Initiative exclusively in finding the right candidate. For technical questions about the position, you can email to Weronika Patyk - <a href="mailto:weronika.partyk@accesstonutrition.org">weronika.partyk@accesstonutrition.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you are interested in this position, we kindly request that you submit your motivation letter and CV to our recruitment team at <a href="mailto:recruitment@hvfc-international.com">recruitment@hvfc-international.com</a>. Applications are reviewed on an ongoing basis.</td>
</tr>
</tbody>
</table>