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| Job Title: | Junior Associate, Kenya Office |

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| Classification: | Junior Associate | Direct Reports: | 0 |
| Work Location | Nairobi, Kenya | Travel Required: | Yes |

The Global Alliance for Improved Nutrition (GAIN) is driven by the vision of a world without malnutrition. GAIN is a Swiss based foundation that mobilizes public-private partnerships and provides financial and technical support to deliver nutritious foods to those people most at risk of malnutrition. The organization is delivering improved nutrition to an estimated 700 million people in more than 30 countries, half of whom are women and children, Nutrition products are as varied as fortified cooking oil and flour in Africa, soy sauce in China and biscuits in India, as well as specialized products for infant and young child nutrition, and interventions to protect the most vulnerable affected by emergencies or chronic illness.

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| Description |
| Overall Purpose:The post holder will support the implementation of Agriculture and Nutrition-AGNUT program under the supervision of AGNUT Project Manager and will also support administration of the office under the supervision of Finance and administration Manager. |
| Tasks and Responsibilities:**Program Support*** Assist the AgNut project manager with primary project management, technical reporting and financial documentation responsibilities for all internal and external requirements.
* Manage the database of the Community of Practice.
* Attract, register and retain CoP (Community of Practice) members through convenings and other channels.
* Liaise with CoP members to identify key themes for CoP convenings.
* Identify, engage and confirm convening guest speakers.
* Planning and Managing all the logistics for organizing convening’s.
* Manage the developed CoP content offering , including but not limited to: content for online portal, SMS outreach, social networking outreach, and print materials.
* Manage SMS communications with CoP members.
* Contribute to the development of communications/content strategy and plan, agriculture and nutrition articles.
* Together with the Ag Nut project manager and GAIN communications, implement communications/content plan including:
* Managing the Kenya Marketplace website – develop and upload content to website using existing templates
* Developing and managing partner email communications (marketplace CoP events, donors, implementing partners etc.)
* Working with Global GAIN Communications team, develop print communications (brochures, etc.)
* Maintaining a daily media watch from local print media to identify opportunities and any issues that may affect the AGNUT program in Kenya.
* Working with appropriate communication channels to draft and place/present relevant articles/presentations in the national press and other channels.
* Support the Agriculture and Nutrition manager in managing relations between the Marketplace project and agribusiness companies participating in the Marketplace Innovation Accelerator.
* Participate in desk reviews, site visits and report preparation of the marketplace accelerator applicants.
* Implement and update Marketplace toolkit in Kenya.
* Capture feedback from convening’s and CoP and integrate this into overall Marketplace learning’s.
* Assist in preparation of project work plans, contracts and other key project documents.
* Participate in periodic in-country program review meetings in order to assess progress made against planned activities, budgets and key performance indicators and to identify and document, next steps designed to enhance project implementation.
* Contributes towards the preparation of donor reporting.
* Supports the development of the Country office (CO) pipeline; and participates in meetings with GAIN partners, donors and other stakeholders as required.
* Follow up the BCC officers to ensure project management, technical reporting and financial documentation responsibilities for all internal and external requirements.
* Ensure performance monitoring, learning, valuation and reporting, of impact amongst beneficiaries.
* Work with the Behavior Change Communication (BCC) Officers to submit updates as required in order to meet Adeso and donor reporting requirements.
* Work with the BCC Officers to identify key agriculture-nutrition stakeholders in the various counties - including their specific areas of intervention, resources and geographic coverage.
* Maintain a database of care group volunteers through county- and community-based convening’s and structures.
* Ensure project work plans, budgets, reports and other key project documents are prepared and finalized in a timely manner.
* Participate in meetings with GAIN partners, donors and other stakeholders as required.
* Collaborate with Agriculture-Nutrition Manager at GAIN to analyze progress reports, financial reports and other project deliverables in order to provide recommendation for course correction, based on performance against planned activities and key performance.

**Admin Support*** Coordinating the local logistics for incoming missions including; security, accommodation, travel and their schedules.
* Organizing meetings for the different initiatives in the country and incoming missions:
* Sending Invitations to the meetings
* Arranging for meeting venues
* Following up on invitations with the participants
* Keeping a database of all our partners that the various initiatives work within the country.
* Ensuring a proper documentation system for the local program including proper filling of all programs documents.
* Ensuring proper connections for teleconferences and e-meetings.
* Preparation of contracts for consultants attached to different initiatives.
* Being a super user -work on any IT issues among the staff especially those that relate to the GAIN SharePoint and the various GAIN online working tools.
* Carrying out any other duties as requested by the GAIN Country Manager and Finance and Admin Manager.
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| Key Organizational Relationships* The post holder will liaise with the program team, Agnut advisor and BCC officers in the field. The holder will regularly interact with other REGAL IR members for coordination of activities.
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| Job Requirements |
| Competences (Skills and Attributes)* Networking and coordination skills.
* Good communicator.
* Flexible and good listener.
* Strategic planner.
* Team player.
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| Experience:* Has experience in coordinating and organizing events.
* Knowledge of working with communities.
* Active in discussions and generate ideas.
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| Education:* Nutritionist with at least Bachelors degree.
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| Other Requirements* Fluent in Swahili.
* Ability to travel to remote places.
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**January 2014**