

Global Alliance for Improved Nutrition

Job Title:	Intern, Scaling up rice fortification
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Classification:	Intern	Direct Reports:	0
Work Location	Bangladesh	Travel Required:	10%

The Global Alliance for Improved Nutrition (GAIN) is driven by the vision of a world without malnutrition. GAIN is a Swiss based foundation, operating internationally, 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 1 billion people in more than 30 countries, half of whom are women and children. This is achieved through nutritional products such as fortified cooking oil and flour in Africa, soy sauce in China and biscuits in India, as well as specialized products for infants and young children, and through interventions to improve the quality of food along agricultural value chains.

Description
<p>Overall Purpose:</p> <p>Reporting to the Portfolio Lead the overall purpose of this role is to provide programmatic support to GAIN Bangladesh Office with a special emphasis on Resource Mobilization and project implementation/delivery. The Intern will also provide support to Country Director where requested or identified.</p>
<p>Tasks and Responsibilities:</p> <p>Programmatic Tasks</p> <ul style="list-style-type: none"> ○ Provide program support to the implementation of projects in GAIN Country Office ○ Ensure all programmatic reports of scaling up rice fortification are submitted in a standardized manner, according to GAIN project management ○ Assist countries with their progress reports to KL when required. ○ Attend meetings with stakeholders and draft minutes <p>Assist Country Offices in Resource Mobilisation</p> <ul style="list-style-type: none"> ○ Support with concept paper drafting, defining the proposed project outline. ○ Support drafting IC related documentation ○ Prepare a cost estimate, financial plan, and implementation plan, and confirm that other pre-obligation requirements are met. ○ Explore new fund raising opportunities ○ Set regular meeting with stakeholders to discuss about new opportunities, submit call for proposal and negotiate.

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Key Organizational Relationships

- Reports to Portfolio Lead
- Works with Country Director to support on logistics matter
- Works with others staffs on various aspects
- Works with colleagues in HQ as suggested by Country Director

Job Requirements

Competences (Skills and Attributes)

- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Strong communication skills in multicultural, multi-lingual environments.
- Ability to work effectively as part of a multicultural team.
- Excellent analytical skills

Experience:

- At least 6 months working within an international organization or NGO.

Education:

- Bachelor's degree essential, Master's degree a plus

Other Requirements

- Fluency in English.
- Willingness and ability to travel locally
- Teamwork / Collaboration
- Advocacy Skills
- Knowledge Sharing
- Planning & Organisational Skills