

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	Policy and Advocacy Associate
-------------------	-------------------------------

<b>Classification:</b>	Grade 3 - Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Dhaka, Bangladesh	<b>Travel required:</b>	Up to 30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>To strengthen GAIN Bangladesh's policy and advocacy work and its ability to engage with and influence national and sub-national policy processes with a food systems approach with specific focus on different food, nutrition, health, social safety net, environment related national priorities and commitments. GAIN Bangladesh works to support healthier and diets to ensure a sustainable, equitable and resilient food systems for all through program and policy implementation in Bangladesh.</p> <p>GAIN is seeking a Policy Associate in the Bangladesh Country Office for this exciting opportunity. This role will work under the supervision and guidance of the Project Manager- Policy, Food Systems; and will support the implementation of specific project activities including research, preparing briefs and discussion papers, capacity building, organizing events, partnerships management and reporting to further food system transformation in Bangladesh.</p> <p>The Policy and Advocacy Associate will support the engagement and development of relationships with government, private sector, networks, academia, youth, individuals and the community. The role plays a key part in the delivery of GAIN's policy and influencing strategy and to achieve advocacy and influencing goals.</p>
<p><b>Tasks and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support in planning and preparation for high level meetings, events, trips; provide tangible inputs in prepare reports and follow-up</li> <li>• Support the Project Manager- Policy, Food Systems on stakeholder engagement and management</li> <li>• Maintain regular communication with stakeholders (networking, follow-up and liaison)</li> </ul>

## The Global Alliance for Improved Nutrition

- Support in representing of GAIN and its works in different platforms.
- Prepare draft briefs, slide decks, and engage in other content development support (inputs/notes requested by government partners/stakeholders, developing first drafts on publication drafts etc.)
- Facilitate translation of policy decisions into tasks and projects and ensure their effective and timely implementation
- Conduct desk research, literature reviews, and other research analysis
- Coordinate data, conduct data analysis & synthesize findings for reports, briefs, and support in follow up with government and other stakeholders
- Meet urgent data requests that require searching several databases/data sources and reports in consultation with relevant stakeholders
- Support business plan related work as needed– track decision roadmap, develop relevant interpretations for decision making, provide information whenever decision points are reached in the strategy period, conduct landscape analysis, etc.
- Maintain a reference document repository
- Any other tasks assigned by the line manager.

### Key Organizational Relationships

- Project Manager- Policy, Food Systems
- PEAS team
- GAIN Bangladesh
- Government, project partners, Rome Based Agencies (RBAs), private sector, academia and other key external stakeholders

## JOB REQUIREMENTS

### Competencies

- Ability to conduct desk research, literature reviews, and other research analysis and synthesize findings
- Ability to conduct landscape analysis
- Strong analytical and technical skills
- Strong monitoring skills and ability to review policies, data, generate, and present meaningful reports from them
- Excellent communication skills, both oral and written
- Ability to coordinate policy issue focused events.
- Management skills to support multi-stakeholder partners
- Skills to use different technological resources such as- computer literacy, with strong PowerPoint presentation skills
- Ability to work within tight time
- Clear conception, updated knowledge on food systems, environment, nutrition, health systems, social safety net etc.
- Analytical ability to analyze policies, strategies and can extract advocacy and influential agenda
- Ability to establish good relationship and rapport with stakeholders and partners allure cooperation from other teams and maintain networks outside the organization

## The Global Alliance for Improved Nutrition

### Experience

- Experience of working with government agencies, specially work/research experience with Government/ Development Partners and INGOs and/or good understanding of Government and Development Partner's work environment would be an added advantage
- Proven experience working in an environment requiring collaboration and liaising with government stakeholders, relevant industries, and international organizations
- Proven experience in supporting/leading policy analysis, and coordination
- Experience developing policy and advocacy documents- briefs, event reports, issue-based fact-sheets, materials etc.
- Understanding/Experience in governance, political economy, food systems related policy formulation and implementation
- Understanding/experience/technical knowledge of country policy scenario.
- Experience supporting social safety nets and focused program
- Understanding/Experience in technical policy formulation, report/article writing and documentation
- Knowledge on social safety net and women empowerment are desirable.
- Experience in policy/ strategy/ action plan formulation

### Education

- A University level degree in a relevant field such as agriculture, economics, business management, a progressive experience in similar role.
- A master's degree in the above field of studies will be an added advantage.

### Other Requirements

- Experience in government agencies with strong writing skills, international NGO, policy institutions
- Experience in stimulating, managing or influencing public & private sector stakeholders
- Fluent written and verbal English and bangla
- Demonstrated value based behaviors
- Must be willing and able to travel in challenging environments

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities