

Global Alliance for Improved Nutrition

Job title:	Senior Associate, Workforce Nutrition
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Classification:	Grade 4	Direct reports:	0
Work location	Uganda, Kampala	Travel required:	Domestic travel, max 25%

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.

The [Scaling Up Nutrition Business Network \(SBN\)](#) in [Uganda](#), which is endorsed by the government, provides a suitable mechanism to promote workforce nutrition. SBN Uganda facilitates networking between businesses, including Small and Medium Sized Enterprises (SMEs), and offers financial, technical, and business support services. As a result, they can offer more Nutritious Safe Foods (NSFs) to the local population.

The SBN Uganda Strategy was updated in December 2022, following a consultative process involving government stakeholders, the private sector, and civil society organizations. The revised strategy emphasizes promoting workforce nutrition within businesses as a critical activity for the network. For the next 2 years the following activities will be operationalised:

1. Collaborate with [Workforce Nutrition Alliance](#) to advocate for improved workforce nutrition within public- and private sector employers/platforms.
2. Support businesses to pilot workforce nutrition programmes and provide targeted support to help businesses realise their goals and commitments.
3. Share good practices with businesses on implementation of impactful workforce nutrition programmes.
4. Improve awareness of businesses across the country on the importance of complying with relevant workforce nutrition laws and regulations, or quality standards.
5. Advocate to government on refining existing workforce nutrition policies to encourage minimal, but broad workforce nutrition standards throughout Uganda and share best practices with employers.

Overall purpose

The Senior Associate, Workforce Nutrition in close collaboration with the Project Manager, CASCADE will have overall responsibility of the day-to-day operational delivery, project implementation and monitoring of the workforce nutrition programme under the SBN Uganda strategy, ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards.

The postholder will be expected to take the lead on key project coordination, fundraising and advocacy activities, including contributing to building and maintaining strong partnerships with relevant partners and stakeholders working on workforce nutrition and coordinating the collaboration and implementation of project partners including government, cooperatives, other private sector players – SBN and others, and other implementing partners towards funders.

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Tasks and responsibilities

Project Coordination, Planning and Implementation

- In collaboration with the [CASCADE](#) Project Manager, the GAIN country office and SBN Uganda team, take responsibility for the overall management and implementation of a workforce nutrition project in Uganda to be established within government, private sector, SME and institutions (prisons, schools, etc).
- Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners and implementing countries.
- Contributing to close collaboration with the Project Manager on the design and planning of the scope, activities and objectives of the project.
- Drafting the necessary project documentation during the design, planning and end-to-end implementation of the project as per the GAIN Project Management Guidelines (PMG) i.e results framework, work plans etc. Conducting assessments and taking part in proposal development.
- Under the guidance of the project manager, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in PRISM.

Project Management Coordination and oversight

- Coordinate the collaboration and implementation of project partners including government, cooperatives, other private sector players – SBN and others, and other implementing partners towards funders.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Project Manager issues which require wider attention and resolution.
- Support monitoring risks and develop contingency plans to respond to a changing environment.
- Liaise with relevant environment and gender specialists to ensure that themes are present and relevant in project activities.
- Adapt globally developed implementation tools of the Workforce Nutrition Alliance for Ugandan employers.
- Write donors' reports in collaboration with project teams, technical teams, funding team and support teams. Ensure narrative reporting and financial accounting meet GAIN and donor's requirements.
- Support the development of appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities.
- Contribute to an advocacy strategy to prioritize workforce nutrition in Uganda.

Stakeholder management, communications and advocacy

- Contribute to building strong partnerships with INGOs, government entities, private sector and other organisations working on workforce nutrition.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc) to manage and deliver effective projects.
- Drive the enforcement of workforce nutrition policies in Uganda by facilitating policy dialogues that sensitize organizations to these policies and encourage their implementation.
- Support the development of workforce nutrition influencing agenda in collaboration with the GAIN team,
- Convene/attend events that shape the strategic decision on workforce nutrition.

Resource Management

- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports within ethical and procurement standards and guidelines.

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- Maintain a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines.
- Ensure timely monthly project reporting on program progress achieved, program plans, changes in direction and challenges encountered.
- In collaboration with the Project Manager, develop project summaries, collate lessons learned and draft best practice documents.
- Support the PST colleagues to generate resource mobilization opportunities and support with proposal development for the thematic area.
- Taking on the project management role in the absence of the project manager
- Perform other duties as assigned by management.

Key organizational relationships

- Reports to the CASCADE project manager , Uganda
- Works closely with the CASCADE manager in Uganda and the SBN coordinator
- Works closely together with global workforce nutrition team
- Regularly connects with GAIN workforce nutrition leads in Ethiopia, Nigeria, India and Bangladesh
- Finance, HR, IT and legal colleagues in GAIN HQ
- Governments, donors, NGO's, private sector, academia and others.

JOB REQUIREMENTS

Competencies

- Strong ability to build new relationships and work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, civil society and the private sector.
- Strong interpersonal, communication and influencing skills.
- Ability to coordinate and influence the formulation, implementation, and monitoring of international development projects.
- Ability to present information to a diverse audience and practical facilitation/presentation and coordination skills.
- Ability to work effectively within a multi-cultural, matrix-style organization.
- Ability to lead effectively, motivate and mobilise individuals outside their reporting line.
- Highly motivated, with the ability to prioritize, multi-task, and work well under pressure with frequent deadlines.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Diplomacy, tact and negotiation skills.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems

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<ul style="list-style-type: none"> • Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
<p>Experience</p> <ul style="list-style-type: none"> • Practical work experience in nutrition, sustainability programmes, and / or relevant social sector programmes. • Experience in public-private partnerships is a requirement. Significant experience in working with private sector, managing partnership and understanding challenges. • Demonstrated success in being part of multi-disciplinary teams, engaging with government and private sector stakeholders and collaborators. • Sound experience in project management, implementation, budget and grantee oversight within international development / food industry experience • Sound experience in project implementation independently. • Solid experience in representation with key donors, government and internal and external stakeholders.
<p>Education</p> <ul style="list-style-type: none"> • Post graduate degree in business administration, or Agribusiness and Supply Chain, Supply Chain Management, Nutrition, Health or a suitable equivalent is required. • Recognized international accreditation in a project management (desirable)
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluent in written and verbal English. • Have authorisation to work in Uganda. • Must be willing and able to travel as required.

WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Competitive salary • Generous annual holiday entitlement • Flexible working hours, including hybrid working policy. • Friendly working environment • Professional development opportunities