

The Global Alliance for Improved Nutrition

Job title:	Associate, Scaling Up Nutrition Business Network (SBN)
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Classification:	Associate - Grade 3	Direct reports:	0
Work location	Abuja, Nigeria.	Travel required:	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.

The Scaling Up Nutrition (SUN) Business Network (SBN) is the private sector arm of the SUN Movement and convened globally by GAIN and the World Food Programme. SBN aims to increase the availability and affordability of safe, nutritious foods to consumers, especially low-income consumers through activities at global and national levels. At a national level, the SBN convenes businesses, assesses technical, financial and other business support service needs for members, and advocates the role of business in addressing nutrition at country level. At a global level, the SBN acts as a focal point for engaging multinational businesses in nutrition activities such as making workplace nutrition commitments.

DESCRIPTION
<p>Overall purpose</p> <p>SBN in Nigeria is convened by GAIN and was launched in April 2016, with a vision to be the focal point for private sector engagement on nutrition in Nigeria, and a mission to strengthen private sector's contribution towards improving nutrition in Nigeria. The Network has grown from 21 businesses at its launch, to over 300 businesses, comprising of local, national, international, and multinational companies. SBN activities fall under three pillars, namely, creating an enabling environment for businesses in nutrition, increasing demand for indigenous nutritious foods, and improving access to nutritious foods.</p> <p>SBN is also structured to provide cross-cutting support to other GAIN projects in Nigeria, especially those with a focus on engaging the private sector.</p> <p>GAIN is seeking an Associate in the Nigeria Country Office for this exciting opportunity. The Associate will support the implementation of specific project activities including capacity building, partnerships management and reporting. In addition, they will also support the management of consultants who will be recruited to deliver specialized elements of the project output/deliverable. This position will report directly to the Project Coordinator, SBN Nigeria.</p>

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Tasks and responsibilities

- Directly responsible for managing SBN's members database, stakeholder database, and ensuring the SBN Online Monitoring system is kept updated
- Lead on SBN Annual Members assessments, data gathering and analytics with support from KL and PMI
- Support the recruitment and management of the project consultants and track the delivery of contractual outputs in a timely manner.
- Contributes to the implementation of the SBN initiative by fostering strong collaboration among SBN members and strategic partners/organizations and other businesses
- Support implementation of SBN partnership workplans by tracking processes and timely closure of all gaps identified and prioritized
- Responsible for tracking and providing updates on SBN's workplans using innovative medium that helps the team to keep abreast of project deliverables
- Identify the appropriate SMEs to work with in the implementation of the Business Support components of the Strengthening Nutrition in Priority Staples (SNIPS) project, the Enhancing Access to Safe and Nutritious Diets (ENSAND) project, and any other project with a focus on engaging the private sector in GAIN Nigeria, ensuring the identified businesses make a commitment to improve nutrition in Nigeria, and are added to the database for possible B2B partnerships
- Responsible for the timely and diligent tracking of key project indicators, that will contribute to the project reporting
- Visits the field as the need arises to ensure that businesses' commitments are on track
- Manage day to day relationship through effective communication and provision of timely project information with the over 300 SBN member businesses ranging from planning meetings, attendance at meetings, responding to their emails and WhatsApp interactions, while working closely with the SBN Coordinator
- Keep track of the implementation of risk mitigation plans as required.
- Perform any other relevant tasks as assigned by the National Coordinator, SBN Nigeria.

Key organizational relationships

- Project Coordinator, SBN Nigeria
- Deputy Country Director / Head of Programs
- Global SBN Coordinator and Global SBN teams
- GAIN Nigeria country team and GAIN HQ
- Finance, HR, KL, IT and Legal colleagues in GAIN HQ
- Government, project partners and other key external stakeholders

JOB REQUIREMENTS

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Competencies

- Proven knowledge of the food system and diverse value chains in Nigeria
- Proven knowledge of private sector engagement in Nigeria
- Experience of, and skill in project management
- Experience of stakeholder management
- Experience with data gathering, tracking and analysis
- Negotiation skills with the ability to support the management of contractors and vendors to deliver high quality results
- Highly organized and detail-oriented
- Strong communication skills in multicultural, multi-lingual environment
- Proven ability to generate and deliver reports that provide useful insight into project details.
- Flexible, goal oriented and willingness to travel in challenging environments
- Strong communication and advocacy skills
- Able to demonstrate good judgment, problem solving, and creativity.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills

Experience

- Demonstrable and robust programme management experience with focus on nutrition, food system, public health, agro-enterprise interventions with an international development agency in Nigeria.
- Extensive programme implementation, monitoring and reporting responsibilities among multiple stakeholders including government agencies.
- Experience working with government institutions especially at the federal, state and LGA level.
- Experience working with organized private sector, civil society organizations, private and public organisations such as Chambers of Commerce, NASSI, market associations etc.
- Database management skills and ability to use excel or any other statistical package.
- Strong project management experience
- Experience in the organisation of business competitions
- Experience working with SMEs in Nigeria
- Organization assessment and business capacity building/training experience is required.
- Partner's management experience is required.
- Ability to work effectively both independently (with minimal supervision) and as a member of a team.

Education

- A University level degree in a relevant field such as, statistics, nutrition, public health, business management, with progressive experiences in similar role.
- A master's degree in the above field of studies with at least four years of experience will be an added advantage.

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Other requirements

- Experience in stimulating, managing or influencing private sector stakeholders.
- Fluent written and verbal English,
- Must be willing and able to travel in challenging environments.

WHAT GAIN OFFERS

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