

Global Alliance for Improved Nutrition

Job title:	Project Officer, Food System Governance		
Classification:	Grade 3	Direct reports:	0
Work location	Dar es Salaam, Tanzania	Travel required:	<30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>GAIN's Project Officer, Food System Governance will support the inclusive, local food systems governance workstream under the Nourishing Food Pathways (NFP) programme. This workstream is overseen by GAIN's Global Food Systems Governance programme and involves GAIN country teams in Tanzania, Indonesia, and Mozambique.</p> <p>The candidate will work closely with local government and a traditional food market committee as well as other food system stakeholders, in evidence gathering, establishment and operation of a multistakeholder platform and development of materials like policy notes, reports, co-authored papers for publication, and communications. A participatory approach and attention to gender underpin the activities in this workstream. Other aspects of this role include providing support in the areas of advocacy, project management, financial administration.</p> <p>This in-country (Tanzania) role involves working with the country NFP2.2 Project Officers in Mozambique and Indonesia as well as the Global team as the project has a common design with local implementation and socialisation.</p> <p>The Project Officer will also work with GAIN Tanzania NFP team involved in Policy and Youth. Project officers also undertake various administrative tasks; organizing, coordinating, scheduling and attending meetings with team members, stakeholders, clients and suppliers.</p>
<p>Tasks and responsibilities</p> <p>Project Management Support and Coordination</p> <ul style="list-style-type: none"> Working with GAIN Global Food Systems Governance team to support the timely project implementation of the inclusive, local food systems governance workstream, in Tanzania, under the Nourishing Food Pathways (NFP) programme. Collaborate with country teams in Mozambique and Indonesia who are also part of the NFP inclusive, local food systems governance workstream. Scheduling, planning and conducting field work and workshops. Providing technical and administrative support to international events, liaising with other GAIN departments and programmes, GAIN partners and other organisations

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Project documentation and reporting

- Conducting desk research and developing briefs and other materials, under the oversight of the Global Food Systems Governance team, for internal and external audiences (local and global).
- Contributing to the development of communications materials (blogs, articles, videos, social media posts) to drive awareness and engagement with the linkages between inclusive local food systems governance, multistakeholder engagement and implementation of Tanzania's food systems pathway.
- Providing accurate and timely administrative and coordination tasks, including financial transactions of the programme, processing purchase orders, contracts and invoices with the support of Tanzania head of programmes and NFP 2.2 Global team and country teams in Mozambique and Indonesia finance

Relationship Management

- Under the supervision of the Head of Programmes Tanzania, conduct regular field monitoring visits of the activities conducted under the project.
- Maintain strong partnerships with key stakeholders such as INGOs, government entities and private sector.
- Work with NFP 2.2 Workstream Lead, NFP.2.2 Project Officers in Mozambique and Indonesia
- Contribute to a culture of mutual accountable partnership with other teams (Technical Specialist, Knowledge Leadership, Communication team) within GAIN that supports programmes and projects.

Procurement, Payments and Financial Reporting

- Oversee all administrative aspects of the procurement process including budgeting, procurement supporting with the drafting of agreements and contracts and logistical arrangements within ethical and procurement standards and guidelines.
- Support head of programmes in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Work closely with the project accountant, monitors the receipt of deliverables and payments to partners, as well as ensure all project related expenses are properly coded to ensure the accuracy of financial reporting.
- Contribute to accurate project budgeting and forecasting processes.
- Process timely payments to consultants and other service providers, ensuring compliance with GAIN procurement policy.
- Perform other duties as assigned by management.

Key organisational relationships

- Reports to the Head of Programmes
- Works in close collaboration with country operational staff and project team in Mozambique and Indonesia.
- Liaises regularly with GAIN professional services, Programme Services Team, and Knowledge Leadership teams.
- Vendors and Suppliers, Government, NGOs, Private Sector, and others

JOB REQUIREMENTS

Competencies

- Robust and agile project management and administrative skills
- Accurate and reliable financial administration skills
- Strong Teamwork/Collaboration
- Experience working with a diversity of team members and/or stakeholders.
- High level of professionalism and integrity
- Good judgement and problem-solving skills

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<ul style="list-style-type: none"> • Computer literacy with good Excel, MS Word, Outlook, and PowerPoint skills. SharePoint experience a benefit.
<p>Experience</p> <ul style="list-style-type: none"> • Experience in community development work; preferably with multiple food systems stakeholders, especially government, wet food markets, community-based organisations and/or non-governmental organisations. • Experience working in Tanzania; experience of multi-cultural. • An understanding of food systems, public sector governance and/or nutrition is preferable. • Strong project management and financial- administrative experience. • Proven teamwork experience. • Advocacy and/or communications experience an advantage. • Research experience, preferably with mixed methods or qualitative methods (University research studies experience is satisfactory)
<p>Education</p> <ul style="list-style-type: none"> • Undergraduate- degree with extensive experience or Master's degree in relevant area, e.g. international relations, public health, development studies, business administration, public policy, public administration, or related field.
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing and able to travel • Fluent written and verbal English • Must be able to work from GAIN's office in Tanzania

WHAT GAIN OFFERS
<ul style="list-style-type: none"> • A competitive remuneration package • Flexible working hours through hybrid working opportunities • Friendly working environment • Professional development opportunities • The chance to make a lasting contribution to reducing global malnutrition