Global Alliance for Improved Nutrition

**Job title:** Junior Associate – DELIVER Nigeria (DEcent LiVelihoods for small-scale producers delivered through Economic & Resilient food systems in Nigeria)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Direct reports</th>
<th>Work location</th>
<th>Travel required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 2</td>
<td>0</td>
<td>Abuja, Nigeria</td>
<td>Up to 50%</td>
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</tbody>
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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 whose 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**

**Overall Purpose**

DELIVER Nigeria (DEcent LiVelihoods for small-scale producers delivered through Economic & Resilient food systems in Nigeria) goal is to enhance the livelihoods and income of smallholder farmers, with a specific focus on empowering youth and women and fostering healthier dietary habits within the target population by promoting the increased consumption of a variety of vegetables.

The project objectives include:
1. Building the capacity of smallholder farmers to produce vegetables as a business and reduce postharvest loss, with a special focus on women and youth participation;
2. Building the capacity of input suppliers to effectively support smallholder farmers to increase knowledge of business planning and finance options for smallholder farmers and to increase the quantity and diversity of vegetables consumed by smallholder farmers.

GAIN is seeking a Junior Associate in the Nigeria Country Office for this exciting opportunity. The Junior Associate will support the implementation of project activities.

**Tasks and Responsibilities:**
- Providing support for preparation of documents, correspondence and reports.
- Provide general administrative support including mailing, scanning, and photocopying.
- Prepare, review, and modify documents including field activity reports and memos.
- Schedule and coordinate meetings, workshops and appointments.
- Prepare meeting materials, take notes as needed, and arrange refreshments as required.
- Arrange for replenishment of office materials as needed.
- Provide logistical support to the project including travel itineraries and costs.
- Maintaining, updating and filing of project documents.
- Follow up on Travel & Expense reimbursements.
- Support minor purchases, order receipting, and accounting of expenses.
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- Assist with the maintenance of project information in the Project Management Information System (PRISM)
- Assist in the documentation of the DELIVER project through preparation of documents and report writing.
- Identifying and securing venues, preparation of budgets, raising of POs, securing approvals within GAIN, ensuring that all materials needed are reproduced, and facilitating the smooth running of workshops.
- Back-stop other Program activities as and when required.

Key organizational relationships
- Reports to the Project Coordinator, DELIVER project.
- Works closely with the GAIN Nigeria country team

**JOB REQUIREMENTS**

**Competencies**
- Strong analytical and technical abilities
- Proactive, organised and self-driven. Ability to operate within the corporate and public sectors to effectively liaise with development agencies, and governments in multiple cultures.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Strong communication skills in multicultural, multilingual environment.
- Working knowledge of MS Office Suite including advanced Excel.

**Experience**
- Proven experience with administrative and procurement functions.
- Proven experience in providing support to projects such as basic budgeting and report writing.
- Application of computer packages such as word processing and spread sheet.
- Excellent writing skill is required.

**Education**
- Bachelors degree in Nutrition, Food Science, or related field.

**Other requirements**
- Excellent communication skills (oral and written): fluent in English.
- Ability to manage online communication platforms.
- Be willing to travel.
- Comfortable with working in a fast-paced environment,
- Ability to multitask and prioritize.
- Strong interpersonal skills and ability to work alone and in a team setting.

**WHAT GAIN OFFERS**
- A competitive renumeration 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.