

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Senior Policy Associate		
<b>Classification:</b>	Grade 4	<b>Direct reports:</b>	0
<b>Work location</b>	Addis Ababa, Ethiopia	<b>Travel required:</b>	40%

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
<p><b>Overall purpose</b></p> <p>This role will be working under the supervision and guidance of the Head of Policy and Advocacy to support in coordinating the implementation of actions required to ensure the delivery of Nourishing Food Pathways and the National Food System Pathway ways.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Project Coordination, Planning, and Implementation</b></p> <ul style="list-style-type: none"> <li>• Aiding with the management of the project schedule, activity plan and planning milestones, supporting with the tracking of progress and deliverables from project partners, and implementing countries.</li> <li>• Collaborating with the Project Manager to aid with the design, and planning of the scope, activities, and objectives of the project.</li> <li>• 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.</li> <li>• Conducting assessments and taking part in proposal development.</li> <li>• Developing the relevant documentation for the inception workshop for the project.</li> <li>• 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.</li> <li>• Support with the implementation of national mandatory fortification programmes for edible oil and wheat flour in Ethiopia and strengthen Ethiopia's national salt iodization program, regularly revisiting and modifying the strategy to accommodate new learning and recent developments as advised by the project manager.</li> <li>• Facilitate regular communication to exchange updates and information with relevant team members (country director, project manager, senior policy advisor, and communications officer) to ensure a coordinated, strategic approach to work with government officials, the private sector, and other key stakeholders.</li> </ul>

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- Support engagement of key national stakeholders (i.e., parent advocates, doctors, youth advocates, and others) to support mandatory wheat and oil fortification in Ethiopia. Scope and engage new stakeholder groups and organisations with good potential to partner with GAIN as advocates for fortification.
- Facilitate coordination among development partners supporting LSFF in Ethiopia. Communicate and coordinate regularly with organizations working to combat malnutrition in Ethiopia.

### Project Management Coordination

- Liaising with the Project Manager or Project Sponsor on issues relating to course correction and change requests.
- Facilitating, escalating, tracking, and resolving project issues on an ongoing basis, and proactively reporting to the project lead.

### People and Culture

- Contribute to building a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

### Relationship Management

- Contribute to building strong partnerships with government entities, private sector, civil society, INGOs, and other organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Head of Policy and Advocacy, the professional services teams (HR, Finance, Legal etc) to manage and deliver effective projects.

### Resource Management

- Support the Project lead with the preparation of donor reports in collaboration with project teams, technical teams, funding team and support teams.
- Develop appropriate narrative reporting and financial accounting documentation for the Project lead's review to meet GAIN and donor's requirements.
- 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.
- Maintaining 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 lead, develop project summaries, collate lessons learned and draft best practice documents.
- Taking on the project management role in the absence of the project manager.
- Perform other duties as assigned by management.

### Key internal relationships

- Reports to Head of Policy and Advocacy, Ethiopia
- Engagement with PEAS team
- Close working with KL & PST
- Regular engagement with stakeholders and other supporting organizations.
- Close collaboration with GAIN Ethiopia team

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Ability to coordinate and influence the formulation, implementation, and monitoring of international development projects.</li> <li>• Ability to work effectively, with individuals within or outside their reporting line.</li> <li>• Think strategically and creatively about issues related to advocacy, coalition building, and public policy.</li> <li>• Formulation and dissemination of policy analysis and recommendations.</li> <li>• Ability to multi-task and works well under pressure to meet deadlines.</li> <li>• Demonstrate flexibility and openness to change and ability to manage complexities whilst always maintaining the ethos and objectives of the work.</li> <li>• Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity.</li> <li>• Good interpersonal, communication and influencing skills.</li> <li>• Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.</li> <li>• Some understanding of the gender and protection dynamics of humanitarian and development work, and ability to capture this in the analysis and design of interventions.</li> <li>• Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, civil society, and the private sector.</li> <li>• 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</li> <li>• Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven track record in supporting food and nutrition policy dialogue work at high levels and translating policy decisions into tasks and projects.</li> <li>• Experience of working closely with national stakeholders to progress the implementation of Ethiopia Food System Transformation Pathways.</li> <li>• Experience in developing technical guidance, protocols, and strategies.</li> <li>• Experience working in or on food technology and processing.</li> <li>• Experience in convening and advocacy</li> <li>• Strong technical skills in multi-sectoral nutrition programming, including agriculture, health, and food security.</li> <li>• Experience in liaising with the Government of Ethiopia.</li> <li>• Experience with data analysis, visualization, and reporting.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Master's Degree or equivalent recognized international accreditation in international relations, sustainable development, development studies, public policy, food science, nutrition, public health or related field.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Must be willing and able to travel.</li> <li>• Fluent written and verbal English.</li> <li>• Knowledge of second language within GAIN's regional offices (desirable).</li> </ul>

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### WHAT GAIN OFFERS

- 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