

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Programme Intern, Demand Creation
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<b>Classification:</b>	Intern	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi, Kenya	<b>Travel required:</b>	Limited

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>The objective of this internship is to support ongoing demand creation activities in all GAIN Kenya programmes. The intern actively supports the smooth running of the project operations and in collaboration with the team facilitate effective communication between programmes and other teams in the Kenya office.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support in the procurement process for the demand creation/marketing component including following up on the request for proposal, proposal evaluation, contracting, and payment processing.</li> <li>• Support in the preparation of project summaries and any materials for external engagement.</li> <li>• Support in the development and maintenance of project plans.</li> <li>• With support from Associate, Demand Creation and GAIN Communication teams, support in facilitating the development of communication materials, social marketing, and communication campaigns in collaboration with partners.</li> <li>• Support the team in organizing and planning stake holder meetings.</li> <li>• Support the Marketing Advisor in the preparation of progress reports.</li> <li>• Giving administrative support for demand creation related activities.</li> <li>• In collaboration with the team support in the coordination of logistics for meetings, workshops and events.</li> <li>• Any other assigned duties.</li> </ul>
<p><b>Key organisational relationships</b></p> <ul style="list-style-type: none"> <li>• Reports to the Project Coordinator, Demand Creation, Vegetables for All</li> <li>• Supports advertising and media agencies.</li> <li>• Works closely with the Associate, Demand Creation.</li> </ul>

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of project management principles.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to use initiative, prioritize and work well under pressure to meet deadlines.</li> <li>• Ability to collaborate effectively with colleagues inside and outside of own area to achieve shared goals.</li> <li>• Clear and systematic thinking that demonstrates good judgment, expert problem solving and creativity.</li> <li>• Excellent organization and attention to detail.</li> <li>• Strong analytical skills and a passion for learning.</li> <li>• Strong research skills</li> <li>• Proficiency in office systems.</li> <li>• Enjoys and is comfortable working in a fast-paced dynamic, international organization.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working in an administrative or coordinator role in a project management capacity e.g., in group work at university.</li> <li>• Experience engaging with people from diverse cultures and backgrounds.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Internship can be part of a bachelor's degree in business management (Sales and Marketing); Bachelor of Commerce (Marketing option) or a suitable equivalent is required</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Fluent in written and spoken English, knowledge of additional languages is desirable.</li> </ul>
WHAT GAIN OFFERS
<ul style="list-style-type: none"> <li>• Flexible working hours through hybrid working opportunities.</li> <li>• Friendly working environment.</li> <li>• The chance to make a lasting contribution to reducing global malnutrition.</li> </ul>