

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Programme Intern, Access
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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 project work in GAIN Kenya Vegetables for All Project. The intern actively supports the smooth running of the project operations and in collaboration with the team, facilitate effective communication between project and other teams in the Kenya office.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in organizing and delivering capacity building and training programs across the vegetables supply chain.</li> <li>• Support the development and implementation of project interventions aimed at improving access to safe and fresh vegetables.</li> <li>• Contribute to the preparation of periodical reports, presentations, and other project-related documents.</li> <li>• Support in coordination of project plans and ensuring tasks are completed in a timely manner</li> <li>• In collaboration with the Project coordinator, support in project communication and information flow</li> <li>• Support the team in organizing and planning stake holder meetings</li> <li>• Support in collecting and analyzing data on agricultural production/supply, market facilitation, and last-mile vending (data along the vegetables supply chain)</li> <li>• Support the Project Coordinator in the preparation of progress reports</li> <li>• Giving administrative support for programme 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 assigned from time to time.</li> </ul>

## Global Alliance for Improved Nutrition

### Key organisational relationships

- Reports to the Project Coordinator, Food Supply Systems
- Supports all programme team members
- Works closely with the programme Associate

### JOB REQUIREMENTS

#### Competencies

- Basic knowledge of project management principles.
- Strong written and verbal communication skills.
- Ability to use initiative, prioritize and work well under pressure to meet deadlines.
- Ability to collaborate effectively with colleagues inside and outside of own area to achieve shared goals.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving and creativity.
- Excellent organization and attention to detail.
- Strong analytical skills and a passion for learning.
- Strong research skills
- Proficiency in office systems.
- Enjoys and is comfortable working in a fast-paced dynamic, international organization.

#### Experience

- Experience working in project implementation or research
- Experience engaging with people from diverse cultures and backgrounds.

#### Education

- Intern should have a Diploma or Bachelor's Degree in General Agriculture or Agribusiness or Horticulture or a suitable equivalent

#### Other requirements

- Fluent in written and spoken English & Kiswahili, knowledge of additional languages is advantageous
- Intern should be available throughout the entire period of internship

### WHAT GAIN OFFERS

- Flexible working hours through hybrid working opportunities.
- Friendly working environment.
- The chance to make a lasting contribution to reducing global malnutrition.