

Global Alliance for Improved Nutrition

Job title:	Project Assistant – Large Scale Food Fortification, Innovation Fund
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Classification:	Grade 2	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	20%

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>Overall purpose</p> <p>The Project Assistant will support the Project Manager LSFF and Project Coordinator Business Development and Innovations Fund in the implementation and management of the Nigeria Large-Scale Food Fortification (LSFF) Innovation Fund. The Project Assistant will assist in coordinating project activities, liaising with key stakeholders, managing communications, and ensuring smooth execution of project tasks. This is a unique opportunity to gain experience in project management, public health, and policy implementation while working closely with government agencies and other key stakeholders.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> ▪ Assist the Project Coordinator in organizing and managing daily project activities, including scheduling meetings, preparing agendas, and maintaining project documentation. ▪ Help facilitate communication and coordination with key stakeholders, including NAFDAC, SON, FCCPC, and other project partners. Ensure timely follow-up on action points from meetings and engagements. ▪ Assist in preparing meeting minutes, project reports, and presentations for the Project Coordinator and other stakeholders. Support the collection and organization of data from regulatory agencies for reporting purposes. ▪ Support the planning and execution of training sessions, workshops, and events such as the Director Generals' Roundtable. Assist with logistics, invitations, and participant coordination.

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- Conduct background research on topics related to food fortification, public health, and regulatory best practices to inform project activities. Assist in managing project databases, ensuring accurate and up-to-date records.
- Support the monitoring of project progress by helping to track milestones, gather progress reports from funded projects, and assist with data analysis. Assist in preparing evaluation summaries for review by the Governance and Steering Committee.
- Help maintain project communications by drafting newsletters, blog posts, or social media content to showcase the project's progress and impact. Ensure clear and timely communication across all project channels.
- Assist with the coordination of procurement activities related to the project, including supporting the fund management firm in logistics and fund disbursement processes.

General Operations support

- Assist in ensuring the smooth operations of the project activities, in accordance with GAINs project management guidelines (PMG).
- Assist in the tracking of progress of project by updating project data on various platforms, as requested by the Project Manager.
- Ensure the quality of the project administration and financial management undertaken in project sites by participating in regular monitoring visits.
- Provide general administrative and clerical support including mailing, scanning and photocopying for partnerships team and assist in resolving any administrative problems and enquiries.
- Any other duties as reasonably requested by supervisors and in line with organizational priorities.

Documentation and Data

- Support all data management related to the projects and assist in the collection, compilation and analysis of data.
- Maintain a database of documentation used for assessment/baseline stage studies.
- Prepare and modify documents including correspondence, reports, drafts memos and emails.
- Help drafting donor reports and other project related documentation, including briefs for the website
- Provide support in developing monitoring and evaluation reports and studies which will identify possible risks early on and reasons for same, which provide the basis for course corrections.
- Implement and maintain reporting procedures and administrative systems in an accurate and timely manner, such as managing the databases and filing systems and compiling reports.
- Responsible for archiving and documentation of project data. Including uploading and regularly updating PRISM for management information and review.

Relationships and logistics

- Arrange all necessary logistics related to project activities, such as kick-off meetings, workshops, field visits and launch events.
- Support the SPM in maintaining effective communication and ensuring information flow between project and relevant parties by managing meeting and project review calendars.
- Maintain and update contact lists for partners and stakeholders, as well as a list of pre-qualified service providers.
- Schedule and coordinate meetings and appointments for project team.
- Arrange travel, accommodation and assist with visa applications for the project team in close relation with the administrative assistant.

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Procurement support

- Assists the Project Manager in the procurement of goods and services, by executing tasks related to the Purchase Order system. Help the Project Manager ensure that all goods and services are procured in a timely manner and according to GAINs PO policy.
- Assist project teams to prepare and format standard contracts and related documents (amendments and extensions), in strict compliance with the standard contracting process and templates.
- Help ensure timely payments to service providers.

Key organisational relationships

- The Project Assistant reports to the Project Manager
- Works closely with the Project Coordinator
- Works closely with the project team and wider country team. Liaises regularly with staff in functional teams like finance, comms and IT.

JOB REQUIREMENTS

Competencies

- Knowledge of project management principles, practices, techniques and procedures.
- Skill in the use of project management software, desirable.
- Skill in project planning and implementation.
- Ability to use the internet to conduct research into project related issues.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Knowledge of local government rules, regulations and procedures pertinent to project management would be a plus,
- IT literacy with excellent MS Office skills

Experience

- Strong interest in public health, food fortification, or policy implementation.
- Excellent organizational and multitasking skills with a keen eye for detail.
- Good written and verbal communication skills in English.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team, demonstrating initiative and resourcefulness.
- Ability to handle sensitive and confidential information with discretion.

Education

- Degree in Business Administration, Project Management, Public health, international development, Nutrition, Food sciences, Political Sciences, Agriculture or any other relevant field

Other requirements

- Prior experience in project management, public health, or nutrition-related initiatives.

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- Understanding of Nigeria's public health sector, regulatory landscape, or food fortification policies would be an advantage.
- Excellent command of written and spoken English and local language(s).
- Willingness to travel to field sites frequently.

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