

Global Alliance for Improved Nutrition

Job title:	Associate – Environment and Policy		
Classification:	Grade 3	Direct reports:	1 - 5
Work location	New Delhi, India	Travel required:	30-40%

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>Overall purpose</p> <p>The food system — including consumer behaviours, natural resources and institutions as well as the production, processing, marketing and purchase of food— is struggling to deliver nutritious diets to a growing global population in an environmentally sustainable manner. Food systems and the environment are inextricably linked. For example, the influence of the environment on nutrition due to climate change adversely affects yields and the nutritional quality of major staple crops. Such staple foods are especially important in the diets of people in low- and middle-income countries (LMIC), increasing the risk of food insecurity, socio-economic instability, and malnutrition among vulnerable populations.</p> <p>And not only does the environment impact nutrition, but food systems adversely impact the environment in various ways, including increasing pressure on land-use for food production for human and animal consumption, and contributing to a third of greenhouse gas emissions.</p> <p>Since the approval of GAIN's Environment Strategy in November 2020, the organisation has been advancing work on the environment across its programmes, advocacy, and operational work. The GAIN strategy refresh 2022 – 2027 puts environment at the core of GAIN's work and reiterates the commitment to make GAIN the 'greenest nutrition organization both organizationally and programmatically'.</p> <p>GAIN is looking for an Associate - Environment and Policy who can support the Environment team with their activities across GAIN's programmes, advocacy and operational work (70%). You will also help to support work on the Policy and Advocacy work in India (30%).</p> <p>The Associate - Environment and Policy works with the Head of Programmes and Policy (HoPP) to support the execution and coordination of project and policy activities related to GAIN India's work on Climate and Nutrition. You will be involved in core project activities and provide a range of support services, including preparing reports, maintaining project documentation, implementing and monitoring project plans and various other administrative tasks. This ensures that project outcomes are achieved on time, on budget, to quality standards, and within agreed-upon scope, in line with GAIN's Project Management Guidelines. You will also support the policy and advocacy work and fundraising and Donor Management activities.</p>

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Tasks and responsibilities

Project Support and Documentation

- Support the timely project implementation of environment work at the country level.
- Support HoPP in management of activities under policy engagement at the country level
- Manage assigned activities in the plan and support tracking progress and deliverables from project partners, donors, and implementation partners and prepare timely monitoring reports with findings and recommendations.
- Under the guidance of the HoPP, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM.
- Be responsible for the regular updating of PRISM to ensure accurate documentation of project/activity progress for project review meetings.
- Prepare and maintain project documentation and PRISM for project reporting and monitoring to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc) to manage and deliver effective projects.

Policy and Advocacy Support

- Work through key food systems and sustainable development fora and mechanisms to participate to the identification of opportunities to influence strategic direction and good practice on integrated action on climate and nutrition.
- Support HoPP and CD in coordinating for key stakeholder meetings such as government engagement, donor meetings, and partner meetings.
- Participate and contribute to the government and non-government forums as needed.
- Maintain strong partnerships with civil society, INGOs, government entities, the private sector and other organizations to strengthen the work related to food systems in India to support the policy and advocacy country team.
- Conduct desk research and develop briefs and other materials for the programme.
- Support the Communication team to develop the communications materials (blogs, articles, videos, social media posts), technical documents, advocacy briefs and related materials to drive key project activities as well as to drive awareness and engagement with the linkages between nutrition and climate, and the solutions to joint challenges.

Fundraising and Donor Management Support

- Support in the management and reporting for existing grants, including tracking of grant activities, drafting input for reports, and preparing for renewal proposals.
- Work in close collaboration with HoPP and Country Director on opportunity screening and support proposal development for future Climate and Environment work.

Project procurement and financial administration

- Oversee all administrative aspects of the procurement process including budgeting, procurement supporting with the drafting of agreements and contracts and logistical arrangements within ethical and procurement standards and guidelines.
- Contribute to accurate project budgeting and forecasting processes.
- Process timely payments to consultants and other service providers, ensuring compliance with GAIN procurement policy.
- Perform other duties as assigned by management.

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Key organisational relationships

- Reports to the HoPP with a dotted line to the Country Director.
- Close collaboration with GAIN's Environment Team
- Liaises regularly with GAIN professional services, Programme Services Team and Knowledge Leadership teams.
- Vendors and Suppliers, Government, NGOs, Private Sector, and others

JOB REQUIREMENTS

Competencies

- Clear and systematic proactive thinking that demonstrates good judgement, effective problem solving, and creativity.
- Demonstrate flexibility and openness to change whilst maintaining the ethos and objectives of the work at all times.
- Good interpersonal, communication and influencing skills.
- Strong writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- 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.
- Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil society and the private sector.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Experience

- Experience in project management.
- Proven ability to execute administrative tasks in a timely manner.
- Rounded knowledge on environmental challenges and opportunities in LMIC settings.
- Experience of working within project frameworks.
- (Desirable) Experience in delivering a wide range of project management and support services, within tight deadlines, limited resources, while managing competing priorities.
- Experience working in multi-cultural or international environment desirable.

Education

- Bachelors' degree in business management, international relations, sustainable development, economics, development studies, peace and conflict studies or related field.

Other requirements

- Ability to travel
- Passionate about the challenges of addressing nutrition, food systems and environmental issues
- Must be willing and able to travel
- Fluent in written and verbal English

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WHAT GAIN OFFERS

- Competitive salary
- Generous annual holiday entitlement
- Flexible working hours, including hybrid working policy
- Friendly working environment
- Professional development opportunities