

Global Alliance for Improved Nutrition

Job title:	Project Officer, Food Systems and Environment
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Classification:	Grade 3	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	Up to 30%

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. As part of the larger 'Nourishing Food Pathways' programme, GAIN will implement a workstream which seeks to identify and increase access to foods which will help to maximise nutritional benefits and minimise their environmental impact in Bangladesh.</p> <p>The Project Officer will work with the Project Manager, Portfolio Lead and Operations Team to support the coordination and implementation of project activities. They will be responsible for core project activities and will provide a range of support services including reporting and summarizing, coordinating resources, partnership management and project plan implementation and monitoring to ensure project outcomes are achieved on time, on budget in accordance with GAINs Project Management Guidelines.</p> <p>The role will report to the Project Manager, Food Systems and Environment in the Country Office, Bangladesh.</p>

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Tasks and responsibilities

Support the implementation of the environment workstream under the 'Nourishing Food Pathways' program.

Project Planning and Implementation Support

- Support the timely project implementation of the environment workstream under the NFP programme at country level
- Manage assigned activities in the plan and support the tracking of progress and deliverables from project partners.
- Under the guidance of the project manager, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in QUAD.
- Contribute to the drafting of 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.
- Contribute to accurate project budgeting and forecasting process.
- Support accurate and timely financial transactions of the program including processing purchase orders, contracts and invoices with the support of the Project Manager, Food Systems and Environment, and country finance team.
- Understand relevant environment, gender, safeguarding themes and their presence and relevance in project activities.

Project Documentation and Reporting

- Source, collate and compile data and information to identify emerging issues; track and report on project progress against established milestones and deliverables.
- Support the development of appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities.
- Support Project Manager, Food Systems and Environment, in preparing Draft cooperation agreement, budget and related documents before inputting into the system to ensure compliance with the standard contracting process and templates.
- Support to organize various events: roundtable, workshops and meetings for project planning and designing.
- Work with the Project Manager, Food Systems and Environment to develop meeting agendas, draft presentations and/or briefing notes, taking meeting minutes, and disseminating these internally or externally to partners, as necessary. Scheduling and planning for project meetings, events, and conference calls.

Relationship Management

- Conduct regular field visits of activities carried out under the project by partners under the supervision of the Project Manager, Food Systems and Environment. Follow up with partners for timely submission of reports and prepare timely monitoring reports with findings and recommendations.
- Maintain strong partnerships with civil INGOs, government entities, private sector and other organizations.
- Process timely payments to consultants, advisors and other service providers, ensuring compliance with GAIN procurement policy.
- Conduct desk research and develop briefs and other materials for the program.
- Work with global and country team to the development of communications materials (blogs, articles, videos, social media posts) to drive awareness and engagement with the linkages between nutrition and climate, and the solutions to joint challenges.
- Support the country team in developing project proposals in collaboration with the project team, technical team, and support team.

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Key organizational relationships

- Reports to Project Manager, Food Systems and Environment.
- Close collaboration with GAIN's Global Environment Team.
- Liaise regularly with GAIN Program Services Team, Knowledge Leadership Team and Communications Team.
- Government institutions, private sector, academicians and others.

JOB REQUIREMENTS

Competencies

- Highly organized with keen attention to detail
- Basic project management, planning and strategic skills.
- Clear and systematic thinking demonstrates good judgement, problem solving, and creativity.
- Some understanding of food systems and climate change and development work, and the ability to capture this in the analysis and design of interventions.
- Strong ability to work with diverse groups/individuals, ranging from government ministries and departments, local governments, local community groups, civil society and the private sector.
- Strong written and verbal communication skills, presenting clear and structured arguments
- Intermediate Microsoft Excel, Word, Outlook, and PowerPoint skills
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Affinity and interest in developing blogs, articles, write-ups.

Experience

- Experience in project management
- (Desirable) Experience in delivering a wide range of project management and support services, within tight deadlines, limited resources, while managing competing priorities.
- Demonstrable experience in implementing projects in food systems and environment with government or international organizations.
- Broad understanding of programme issues and advocacy work for development programmes, NGOs, donor funded and related projects
- Rounded knowledge on environmental challenges and opportunities in LMIC settings
- Experience engaging with people from diverse cultures and backgrounds.
- Experience working with financial administration processes (desirable)

Education

- Bachelor's or Master's degree level in environmental science, agriculture, development studies, business administration, public health or a related field or equivalent experience

Other requirements

- Must be willing and able to travel to GAIN's implementation area (up to 25-30%).
- Passionate about the challenges of addressing nutrition, food systems and environmental issues
- Experience of working in climate-prone districts would be an advantage
- Fluent in written and verbal Bangla and English.

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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