Global Alliance for Improved Nutrition

Job title:	Senior Programme Assistant, Policy and Food Systems		
Classification:	Grade 2	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	More than 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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
Overall purpose To strengthen GAIN Bangladesh's efforts in policy support and advocacy within a food systems framework, GAIN is seeking a Senior Programme Assistant to join the Bangladesh Country Office. This role will provide essential support across multiple workstreams within the National Food Plan (NFP), working under the supervision of the Policy and Advocacy Associate and liaising with the Country Advisor. Key responsibilities include assisting with project timelines, preparing updates, donor reports, and knowledge-sharing materials, as well as maintaining communication channels with stakeholders. The Senior Programme Assistant will also support content development for presentations, reports, and publications, manage a comprehensive document repository, conduct desk research, and provide logistical and rapporteur support for events. This role plays a vital part in facilitating effective project implementation and knowledge exchange, furthering GAIN's commitment to a resilient and equitable food system in Bangladesh.
Tasks and responsibilities • Assist in overseeing project timelines and workplans, providing regular updates on key deliverables. • Support effective communications with multiple workstreams within the NFP, ensuring tasks align with project goals. • Act as a liaison between the project team and global NFP coordinator. • Help prepare and deliver updates, briefings, and donor reports, providing the manager with initial drafts. • Assists the team in maintaining communication channels with stakeholders for regular updates, feedback, and follow-up. • Assist in the development of knowledge-sharing materials, helping the team stay updated with current advances. • Support content development for project-related presentations, reports, and publications. • Maintain a comprehensive document repository to organize reference materials and knowledge products. • Conduct desk research and literature reviews to support project deliverables. • Assist in event management related activities including logistical support and rapporteur support. • Any other task delegated by the country director and country advisor

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Key organizational relationships:

- Reports to Policy and Advocacy Associate
- PEAS team
- GAIN Bangladesh
- Government, project partners, Rome Based Agencies (RBAs), private sector, academia and other key external stakeholders

JOB REQUIREMENTS

Competencies

- Strong written and verbal communication skills
- Assist in organizing and supporting events
- Build and maintain stakeholder relationships
- Proficient in MS Office, especially PowerPoint
- Skills to use different technological resources such as- computer literacy, with strong PowerPoint presentation skills
- Organize timelines, track tasks, and manage documents
- Support knowledge-sharing and maintain reference materials
- Adaptable, with strong time management skills
- Work collaboratively within a team
- Basic understanding of food systems, nutrition, and policy
- Ability to work in tight deadlines

Experience

- Familiarity of the Policy landscape of Bangladesh particularly on Food Systems
- Experience working with the Government Ministries, NGO/INGOs or understanding of their work environment
- Familiarity with collaboration and communication with government and international organizations
- Ability to assist in developing policy documents and reports
- Understanding of food systems and relevant policy formulation
- Knowledge of the country's policy landscape
- Writing and documentation skills for reports and articles
- Willingness to learn about policy and strategy formulation

Education

- An advanced University level degree in a relevant field such as agriculture, economics, business management and a progressive experience in similar role.

Other requirements

- Excellent command of written and spoken both Bengali and English
- Demonstrated Value based behaviours
- Must be willing to travel in challenging environment

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WHAT GAIN OFFERS
- A competitive renumeration 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