

Global Alliance for Improved Nutrition

Job title:	Project Assistant, Workforce Nutrition		
Classification:	Grade 1	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	More than 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. 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
<p>Overall purpose</p> <p>GAIN Bangladesh is implementing the Workforce Nutrition Programme (WFN) to enhance the health and nutrition of workers across various formal and informal sectors while promoting healthier consumption behaviors. The Project Assistant is expected to support the successful delivery of the WFN Project and assist the Project Manager with leading in all aspects of effective and high-quality implementation of project activities. The postholder will be responsible for fostering collaboration with the donor, implementation partners, and relevant stakeholders to ensure quality delivery, as well as providing corrective measures to address challenges. The Project assistant will also provide essential operational, logistical, and administrative support for the project, contribute to the development of a Project Implementation Plan (PIP), and review its progress against key performance indicators (KPIs) and targets.</p> <p>This position will be based in Dhaka, Bangladesh office and regular travel to project sites will be required.</p> <p>The Project Assistant role demands adaptability and flexibility, as it may encompass responsibilities beyond those explicitly outlined in the job description. While the duties section provides a comprehensive overview of primary tasks, candidates should be prepared to tackle additional assignments relevant to the role's objectives. As projects evolve and organizational needs shift, the Project Assistant may be called upon to contribute to various capacities, demonstrating initiative and a proactive approach to problem-solving. Candidates should exhibit a willingness to engage in diverse tasks, collaborate across teams, and actively support project objectives to ensure success in this dynamic role.</p>
<p>Tasks and responsibilities</p> <p><u>Role in Project Implementation</u></p> <ul style="list-style-type: none"> • Provide technical support to develop a comprehensive Project Implementation Plan that outlines clear roles and responsibilities for the implementation partners along with a timeline for target achievements. • Support in tracking project progress by updating relevant data on various platforms as requested by the Project Manager. • Offer guidance to factories on implementing health and nutrition improvement interventions for their workers. • Assist in establishing the Fair Price Shop at selected factory locations by assessing all necessary requirements.

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- Assist in developing standard operating procedures for the Fair Price Shop (FPS) and facilitate its implementation.
- Under the supervision of the Project Manager, assist in creating Behavior Change Communication tools and materials in collaboration with partners, stakeholders, and relevant experts.
- Support the organization of training sessions for factory managers, workers, stakeholders, youth, and adolescents, as well as workshops, meetings, campaigns, and other events at both factory and community levels.
- Perform any other duties as reasonably assigned by supervisors that align with organizational priorities.

Technical supervision, Monitoring and Evidence Generation

- Assist in developing the project results framework, monitor framework, and tools, while identifying measurable indicators.
- Support the quality and effective implementation of project activities in alignment with the results framework and monitoring tools, collaborating with GAIN's Monitoring and Improvement Team and Knowledge Leadership Team.
- Ensure the effective implementation and delivery of project interventions as outlined in the Project Implementation Plan (PIP) by participating in regular monitoring visits to project sites.
- Conduct regular monitoring and data collection to track project activities, progress, Fair Price Shop (FPS) sales, and meal coverage, while preparing various reports through data analysis and maintaining the project database.
- Support the project team in documenting experiences, best practices, success stories, presentations, and articles for broader dissemination.
- Regularly update the PRISM system for management information and review purposes.
- Support in developing monitoring Dashboard and track the updates on a regular basis.

Role in Partnership Management and Collaboration

- Support developing and maintaining collaboration with businesses, factories, community stakeholders, implementing organizations, and relevant government organizations for smooth operation of the project interventions.
- Facilitate factory owners and management to support nutrition interventions and activities for workers' wellbeing.
- Provide regular updates about projects progress with the Country team, Project Manager, and project team.
- Work closely with the factory manager, FPS operator, business market leaders for a smooth supply chain and FPS operation.

Key organisational relationships

- Reports to the Project Manager
- Works closely with the Workforce Nutrition project team and wider country team.
- Works with the country finance team.

JOB REQUIREMENTS

Competencies

- A dynamic individual with good interpersonal and communication skills in multicultural, multi-lingual environments.
- The ability to operate within the corporate and public sectors to effectively liaise with private companies, development agencies, and governments in multiple cultures.
- Ability to prioritize and work well independently under pressure to meet deadlines.

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- Collaboration and advocacy skills to facilitate the private companies to effectively liaise with.
- Self-motivated and solution-oriented and flexible, willing to travel in challenging environments.
- Able to work in a multi-cultural, cross-functional team with a flexible and adaptable approach to work.
- IT literacy with excellent MS Office skills.

Experience

- Experience in a nonprofit or national or international development organisation in a multi-cultural environment in the private sector, nutrition and food system, government or international organizations.
- Strong experience in Ready Made Garment (RMG) sector project implementation and management, preferably for workplace public health, research, guideline or manual development and applied knowledge in result-based Monitoring, organizing and implementing.
- Proven ability to work effectively in a team environment and matrix structure is critical.
- Experience or knowledge of the public health sector, nutrition or food production industry will be considered an asset.
- Experience in providing supportive supervision and programme monitoring at field level.
- Experience in analysis of data and quality reporting.
- Experience working in a corporate working environment.
- Effective communication skills and ability to work effectively in challenging field situations is essential and fluency in spoken and written English is essential.

Education

- Bachelor or Master's degree in Business Administration, Social Science, Public health Nutrition, Development Studies, International Relations, Political Sciences, Agriculture or any other relevant field.

Other requirements

- Excellent command of written and spoken English and local language(s).
- Experience in Monitoring and Evaluation (M&E)
- Willingness to travel to field sites frequently.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours
- Friendly working environment
- Professional development opportunities