

Global Alliance for Improved Nutrition

Job title:	Associate, Policy and Advocacy		
Classification:	Grade 3	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	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
<p>Overall purpose</p> <p>This position aims to strengthen GAIN's policy and advocacy work and its ability to engage with and influence global and national policy priorities and processes around food and nutrition security. The position holder will provide support to Head of Policy and Advocacy with the planning and scheduling of project timelines and track project deliverables, stakeholder engagement with partners, third parties/vendors/ and consultants in addition to contributing to drafting reports, policy papers and briefs, factsheets and other documents which synthesize GAIN learnings, values and priorities.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Contribute to drafting reports, policy papers and briefs, factsheets and other documents which synthesize GAIN learnings, values and priorities. • Support with the preparation of briefs, memos, high profile slide decks, and engage in other content development support (inputs/notes requested by government partners/stakeholders, developing first drafts of opinion editorials, writing country memos and country briefs, publication drafts). • Facilitate translation of policy decisions into tasks and projects and support their effective and timely implementation. • Compile data, conduct data analysis & synthesize findings for reports, briefs, and for engagement with government and other stakeholders. • Conduct desk research, literature reviews, and other research analysis. • Provide technical, logistical, and administrative support towards planning of high-level meetings, activities, events, and trips; prepare reports and follow-up, liaising with other GAIN departments and programs, GAIN partners and other organizations Support the planning and preparation for

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- Provide support to Head of Policy and Advocacy with the planning and scheduling of project timelines and track project deliverables, using appropriate GAIN project management tools and support to provide regular updates on the project progress.
- Provide overall administrative project support, which includes organizing project activities, meetings, communications, supporting financial management and maintaining project documentation.
- Provide support in planning and conducting field activities and consultation meetings at states and federal levels with the relevant stakeholders.
- Support the Head of Policy and Advocacy in stakeholder engagement and in establishing and managing relationships with partners, third parties/vendors/ and consultants.
- Support the Head of Policy and Advocacy in maintaining a local reference document repository.
- Any additional responsibilities mutually agreed with the Head of Policy and Advocacy

Key organisational relationships

- Reports to the Head of Policy and Advocacy
- Close collaboration with country operational staff and project team.
- Liaises regularly with GAIN professional services, Programme Services Team and Knowledge Leadership teams.
- Vendors and Suppliers, Government, NGOs, Private Sector, and others
- Government, project partners and other key external stakeholders

JOB REQUIREMENTS

Competencies

- Ability to conduct desk research, literature reviews, and other research analysis and synthesize findings into clear stories/position papers.
- Understanding of and ability to analyze food and nutrition security policy debates and draft papers in line with GAIN's strategic priorities.
- Knowledge of food and nutrition security, food systems, and wider development issues
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Clear and systematic thinking demonstrates good judgment, expert problem solving, and creativity.
- Excellent writing and analytical skills
- Strong communication and presentation Skills.
- Excellent ability to liaise with and manage different stakeholders.
- Some project management skills would be an asset
- 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 web-based management systems
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

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Experience

- Experience in policy research and communication within an advocacy/action-oriented context, either within an NGO, government or policy context.
- Understanding/experience/technical knowledge of health and food systems.
- Experience developing policy reports and advocacy briefs.
- Proven ability to work in a fast paced, results-oriented environment.
- Proven ability to work effectively in a team environment and matrix structure
- Previous experience with business and project administration systems, including financial administration.
- Proven ability to execute administrative tasks in a timely manner.
- (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 is desirable.

Education

- Degree or equivalent recognized international accreditation in nutrition, international development, public health, business management.
- A master's degree in the above field of studies will be an added advantage

Other requirements

- Must be willing and able to travel
- Fluent written and verbal English
- Knowledge of second language within GAIN's regional offices (desirable)
- A progressive experience in a similar role within the nutrition and food systems is a strong asset.

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

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.