

Global Alliance for Improved Nutrition

Job Title:	Associate, Private Sector
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Classification:	D3	Direct Reports:	0
Work Location	Dar es Salaam, Tanzania	Travel Required:	Up to 30%

GAIN

The Global Alliance for Improved Nutrition (GAIN) was launched at the UN in 2002 to tackle the human suffering caused by malnutrition. GAIN is a global, Swiss-based foundation that mobilises public-private partnerships and provides financial and technical support to deliver nutritious foods to those people most at risk of malnutrition. Our programs in Africa and Asia enable better diets via nutritional products, such as fortified staples foods, including cooking oil and flour, and condiments like salt and soy sauce. We also support improved maternal and infant health by promoting breastfeeding and specialised products for infants over six months and young children. In addition, we partner with local businesses to improve the quality of food along agricultural value chains. By building alliances that deliver impact at scale, we believe malnutrition can be eliminated within our lifetimes.

SUN and the SUN Business Network:

Since 2010, the Scaling Up Nutrition (SUN) Movement has inspired a new way of working collaboratively to end malnutrition, in all its forms. With the governments of 59 SUN Countries (and three Indian states) in the lead, SUN unites civil society, the United Nations, donors, businesses and researchers—in a collective effort to improve nutrition. The SUN Business Network (SBN) was established in 2013 to mobilise business at a global and national level, in SUN Countries, to support the SUN Movement.

Co-Convened by GAIN and funded by the Government of the Netherlands, the SBN in Tanzania was launched in January 2014, to mobilise the private sector for nutrition action. Agriculture, Food Fortification and Consumer Awareness were identified as critical workstreams. The network has mobilized more than 90 members and is recognized across governments, UN agencies, donors and other development partners nationally.

Description
<p>Overall Purpose:</p> <p>The Associate – Private Sector, will provide technical and operational assistance to GAIN Tanzania in the day-to-day running of the SUN Business Network; the interaction with agri-food Small and Medium enterprises as part of the Nutritious Foods Financing Program and other private sector related interventions in Tanzania.</p>
<p>Tasks and Responsibilities:</p> <p>SBN</p> <ul style="list-style-type: none"> • In consultation with Country Director, work closely with SBN global team to ensure that program actions are well interpreted and implemented at national level • Support the development and maintenance of relationships between SBN members, Government and B2B companies. • Recruit new SBN members from a pool of private sector players in Tanzania- Multinational, national and regional businesses • Support the coordination, management and strengthening of the SBN Tanzania Platform

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- Liaise with, communicate and coordinate periodic meetings with SBN and non-SBN private sector members to identify and follow opportunities to advance nutrition in Tanzania
- Update member commitment tracking dashboard
- Participate in the preparation, formatting and coordination of high quality donor reports, concept notes, fundraising proposals and other materials related to the SBN and private sector generally in Tanzania
- Support the preparation of external comms materials on SBN Tanzania and other projects for the consumption of donors and the public
- Draft and manage consultancy contracts in close collaboration with GAIN colleagues
- Assist the Country Director and others to ensure that all SBN and other private sector activities assigned to him/her are completed according to the implementation timeframe and budget
- Assist in scheduling and planning for events, such as on-site and off-site meetings, conferences, and presentations, which may include coordinating arrangements for participants, handling logistics, preparing and disseminating materials
- When necessary, represent GAIN at meetings and conferences and external events e.g. Joint Multi-Sectoral Nutrition Review, DPGN, Quarterly thematic working group meetings, etc.
- Facilitate identification of entry points and nutrition actions for private sector to facilitate implementation of Tanzania National Multisector Nutrition Action plan

Nutritious Foods Financing Program

- Support the selection and coordination of the due diligence process of investee SMEs working in the agri food space
- Help convene partners, e.g. development banks, investors, civil society and SMEs to discuss blended financing options
- Help mobilize technical assistance for SME investees in Tanzania

Project Management

- Support the management and timely implementation of GAIN Tanzania programs and projects.
- Support the monitoring of GAIN Tanzania programs and projects related to the position.
- Carry out regular budget monitoring and forecasting to ensure spend within the agreed budget parameters.
- Participate in the preparation, formatting and coordination of high quality donor reports and other materials to communicate program performance, such as presentations, graphics and charts.
- Assist with the drafting of various, high quality concept notes and fundraising proposals.
- Ensure that learning from the program experiences are well documented so that evidence is used to further inform programming, as well as advocacy and policy work.
- Prepare and format standard contracts and related documents, in strict compliance with the standard contracting process and templates, in liaison with Finance, legal, budget holders etc.

Key Organizational Relationships

- Reports to the Country Director, Tanzania
- Works closely with the global teams.
- Regular engagement with Tanzania's SUN stakeholders

Job Requirements

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Competences (Skills and Attributes)

- Strong project management and strategic thinking abilities
- Strong analytical and technical abilities
- Negotiation and advocacy skills
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Ability to operate within the corporate and public sectors to effectively liaise with private companies, development agencies, and governments in multiple cultures
- Ability to manage contractors to deliver high quality results
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity
- Strong communication skills in multicultural, multi-lingual environment
- Flexible, goal oriented and willingness to travel in challenging environments
- IT literate with excellent MS Office skills including advanced Excel.

Experience:

- Experience in private sector and/or international development
- Minimum 3 years of progressively responsible project management experience
- Relationship and partnership building experience and familiar with managing a wide platform of stakeholders
- Experience supporting event management

Education:

- Bachelors or Master's Degree in Nutrition, Business Administration, International Development, Public Health, Economics or a suitable equivalent.

Other Requirements

- Excellent communication skills (oral and written): fluent in English,
- Be willing to travel to visit existing SBN Members and explore opportunities for recruiting new ones
- Comfortable with working under pressure/tight deadlines in a fast-paced environment,
- Ability to multitask and prioritize
- Strong interpersonal skills and ability to work alone and in a team setting.

April 2018