

The Global Alliance for Improved Nutrition

Job title:	Fortification Project Officer
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Classification:	D3 – Associate / Project Officer	Direct reports:	0
Work location	GAIN Ethiopia Country Office	Travel required:	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Fortification Project Officer will support the capacity building project of laboratories and internal and external quality monitoring of the fortification program.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • To coordinate the implementation of quality system laboratories and internal quality system in wheat and oil processing factories. • Onsite support and follow up on the capacity development process of selected laboratories and generate periodic status report. • To conduct reviews of the current internal and external quality systems in the wheat, oil and iodized salt processing industry and provide technical support to build the capacity of stakeholders in industry, regulatory, and certification bodies. • To support in organizing different workshop and training programs. • To coordinate communications among government institutions, non-governmental organizations, and private industry, including organizing meetings and workshops. • To ensure that all project activities are completed according to the project implementation timeframe. • To write and ensure timely submission of implementation, progress reports. • To travel to the field to deliver technical assistance and to monitor progress. • Other activities as assigned and as related to the fortification program
<p>Key organisational relationships</p> <ul style="list-style-type: none"> • Sr. Project Manager, Large Scale Food Fortification; the PO reports to the Sr. Program Manager • Administrator • Sr. Finance Assistant • Sr. Administration & Program Assistant

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JOB REQUIREMENTS
<p>Competencies, skills and attributes</p> <ul style="list-style-type: none"> • Strong project coordination, management, negotiation, and advocacy skills. • Analytical and organizational skills. • Ability to operate within the corporate and public sectors to effectively liaise with private companies, and governments organizations. • Takes initiative, prioritizes, multi-tasks, and works well under pressure to meet deadlines. • Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity. Strong presentation and communication skills in multi-cultural, multi-lingual environments. • Ability to provide direction and support in the formulation and dissemination of strategy, policy analysis, and recommendations. • Excellent follow-up skills within a diverse set of concurrent operational program, and business development related functions. • Proven ability to work effectively in a team environment.
<p>Experience</p> <ul style="list-style-type: none"> • Practical work experience in laboratory. • Experience and knowledge of best practice in quality assurance and control, • Experience on laboratory quality management system and accreditation • Experience in providing on-the-job and formal training as well as management of workshops and other public events.
<p>Education</p> <ul style="list-style-type: none"> • BSC in chemistry or a related equivalent.
<p>Other requirements</p> <ul style="list-style-type: none"> • The candidate should fit in a multi-cultural and multi-lingual working environment.
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities