

The Global Alliance for Improved Nutrition

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| Job title: | Associate – Business Development (GAIN Premix Facility) |
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| Classification: | D3 – Associate | Direct reports: | 0 |
| Work location | Role can be delivered from one of the following locations; Tanzania, Ethiopia or Nigeria | 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 |
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| <p>Overall purpose</p> <p>The GAIN Premix Facility (GPF) was launched in July 2009 to fill a strategic gap in sourcing affordable and quality-certified vitamin and mineral premix.</p> <p>Designed to support GAIN's food fortification programs and help partners particularly in the developing world manage premix procurement, the GPF has expanded its operations by establishing strategic partnerships and creating innovative procurement and financing models that facilitate access to premix.</p> <p>The GPF enables food companies to access to high quality, safe, and affordable vitamin and mineral premix through its three facilities: 1) credit through a revolving fund; 2) procurement; 3) certification and technical assistance services. The GPF has become the only major global platform for quality assured premix, certification of premix blenders and procurement services for international agencies, NGOs, governments and food producers in the food fortification arena.</p> <p>With an audited global supplier base of over 22 premix blenders, 16 micronutrient suppliers and 8 Multiple Micronutrient Powder (MNP) producers, the GPF has delivered premix and analytical devices to 48 countries in Africa, Central and Southern Asia. The food produced from premix reaches over 120 million people annually.</p> <p>Associate will be the GPF Representative in Africa maintaining country level account plans and databases for GPF clients including private sector industries, governments, international organizations and fortification implementing agencies. The postholder will also manage and further develop business relationships with key accounts of the GPF and follow up on new leads and referrals resulting from field activity to increase overall impact of the GPF. The Associate will manage client relationships and communications during the premix procurement and fulfilment process including coordinating shipping schedules and delivery of merchandise and services. In addition, the postholder will support the development of local premix supply models for fortification programs. The postholder will work closely with</p> |

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the Senior Associate (GPF), Program Lead for Food Fortification, GAIN Country Directors and Food Fortification Program Managers in Africa and they will be expected to travel across Africa.

Tasks and responsibilities

Client Management and Business development

- Support business development activities to expand GPF customer base.
- Support expansion of new services such as supply of fortification dosifiers and analytical devices
- Maintain relationships with key customer accounts
- Represent GPF to external stakeholders, technical meetings and conferences.
- To liaise with prospective clients in order to develop tailored procurement solutions.
- Strategically maintain and develop an effective pool of certified suppliers, ensuring minimum 80% engagement of suppliers Identify and resolve client concerns;
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to GPF staff and GAIN programmes staff;

Procurement / Supply chain management

- To liaise with clients (food producers) and certification agent on day to day operations of the GAIN Premix Facility (GPF) such as; conducting tenders, sample collection and testing, and ensure smooth procurement process from order placement through to delivery
- To manage a demand forecast, capture premix needs and quality related inputs for GAIN's projects and other external partners.
- To manage product supply contracts with both GPF suppliers and clients
- To implement and track key performance indicators for both procurement and credit management.
- Day to day and risk management of GPFs Credit Facility' liaising with GAIN's finance team and GPF's clients and bankers
- Support the development of local premix supply systems and premix supply models for fortification programs

Reporting/Communications

- To prepare high-quality, rigorous reports and other materials to communicate the performance of GPF.

Other

- Contribute to concept development and fundraising proposals.
- Contribute to donor reporting. Support GAIN food fortification programmes and work with other GAIN programs developing solutions for SMEs and private sector to increase availability of nutritious foods

Key organisational relationships

- Senior Associate (GAIN Premix Facility), Senior Technical Specialist Food Quality and Safety Programme Lead, Food Fortification
- Programme Services Team
- Finance Team
- GAIN Country Managers, Programme Managers and other GAIN initiatives: to forecast demand for premix and other quality related inputs

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- Premix industry, financial institution where the GPF's revolving fund resides, clients and other organisations involved in nutrition to ensure smooth coordination of the premix and quality activities

JOB REQUIREMENTS

Competencies

- Excellent communication skills (oral and written)
- Team player, flexible and goal-oriented, a real "can do" attitude.
- Proven ability to work in an environment requiring collaboration with government, industries and international organisations.
 - Demonstrated ability to work with clients and suppliers.
 - Excellent command of spoken and written English is essential.
 - Ability to use initiative, prioritise, multi-task, and work well under pressure to meet deadlines.
 - Excellent administrative management skills.
 - Client focused with strong analytical skills
 - Skilled in business development and process optimization with strong business acumen
 - Computer literacy with excellent Excel, MS word, Outlook, and Power Point skills.

Experience

- At least 3-4 years' professional experience working in business development in the food, nutrition development industry.
- Experience in supply chain operations and procurement with be an added advantage.
- Experience in order management (import/export, supply chain and international customer service)
- Understanding of procurement processes, familiar with Incoterms® 2010.
- Experience using ERP/order management systems and generating reports
- Knowledge of premix industry and food fortification is highly desirable.
- Working experience in within the Africas regions is desirable.

Education

- Bachelor's or Master's degree in business, supply chain management, finance or equivalent

Other requirements

- Proficiency in a second language, particularly French will be an added advantage
- Willingness to travel in challenging environments.

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WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities