

Job Title:	Senior Program Assistant, Workforce Nutrition, Bangladesh		
Classification:	E2, Senior Program Assistant	Direct reports:	0
Work location	Dhaka	Travel required:	More than 60%

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. We aim to make healthier food choices more desirable, more available, and more affordable. GAIN's purpose is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition. GAIN has a proven record of facilitating practical solutions that increase the nutritional value and safety of foods in ways that work for consumers, businesses, and governments. For more details, please visit: www.gainhealth.org

DESCRIPTION
<p>Overall purpose</p> <p>GAIN Bangladesh has implemented a project named “Keeping Food Markets Working” to support vulnerable workers with a focus on the nutrition and food system. The project aims to contribute to improved nutrition security provided to vulnerable workers in employment through emergency grants to employers.</p> <p>The Program Assistant will be responsible for supporting the management of quality implementation of this project. S/he will maintain a working relationship with implementation partners, and relevant strategic and development partners. S/he will also contribute to developing concepts, proposals, and learning documents. S/he will support developing QUAD documents of the project and work stream and will report to the Project Manager of Workforce Nutrition of GAIN Bangladesh Team.</p>
<p>Tasks and responsibilities</p> <p><u>Role in Project Implementation</u></p> <ul style="list-style-type: none"> - Support to the project implementation process in terms of organising meeting with partners, writing meeting notes, and circulate to the relevant stakeholders. - Provide day to day support to the implementation partners in selecting the suitable food vendor(s) for procuring quality nutritious and safe food item. - Monitor the food distribution at the factory/partner level and ensure its documentation using different formats and taking photos. - Support to the implementation partners, research & evaluation agencies, and other stakeholders to develop a work plan. - Support to organise training with ensuring different logistics with the partners, factories, and relevant experts. - Provide support for message dissemination on nutrition, food system and COVID-19 in general. <p><u>Role in Partnership Management and Collaboration</u></p> <ul style="list-style-type: none"> - Regular updating about project progress with the Country team, Portfolio Management, and Delivery team. - Review partner's financial documents along with the country finance team.

- Support Nutrition Improvement Committee (NIC) at the partners level to ensure course corrective measures for smooth implementation of the project activities.

Technical supervision, Monitoring and Evidence Generation

- Provide support to the Knowledge Leadership (KL) and evaluation team for conducting regular monitoring and data collection.
- Visits the field activities and inform Project Manager about the progress and any issues identified.
- Support KL and project team to document experiences, preparing reports, prepare presentations.
- Support in reporting of the project progress reports (monthly/quarterly/annual progress report)

Key organisational relationships

- Reports to Project Manager, Workforce Nutrition, Bangladesh

JOB REQUIREMENTS

Competencies

- A dynamic individual with good interpersonal and communication skills in multicultural, multi-lingual environments.
- Ability to use prioritize, and work well independently under pressure to meet deadlines.
- Negotiation 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.
- IT literacy with excellent MS Office skills.

Experience

- Demonstrated experience of working with development fields especially in the workforce nutrition sector, nutrition, public health, and food system.
- Working experience in any disaster response and relief management activities
- Proven ability to work effectively in a team environment and matrix structure is critical.
- Fluency in spoken and written English is essential.

Education

- Bachelor or Master's degree in food science, nutrition, social science, business administration, or equivalent work experience.

WHAT GAIN OFFERS

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