

Global Alliance for Improved Nutrition

Job title:	Senior Associate, Workforce Nutrition
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Classification:	Grade 4	Direct reports:	0
Work location	India	Travel required:	Upto 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. 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>GAIN in India works with governments at the national and state levels, food producers, processors and retailers, industry associations, technical and research institutions, other development agencies and consumers to catalyze large scale dietary shifts at the population level through consumption of diversified diets, fortified and biofortified staples and responsible action at the government and food industry levels to ensure safe and nutritious foods are available, accessible, affordable and desirable to consumers across all age and income bands. The current portfolio of projects in India primarily focus on larger impact interventions, such as Large-Scale Food Fortification (LSFF), Commercialization of biofortified crops (CBC) and Workforce Nutrition for Tea Garden workers, ensuring that we contribute to the significant micronutrient deficit in the Indian population through programmes with population level reach (currently in excess of 836 million people in 14 states) and also promote consumption of nutritious foods for healthy outcomes amongst hard to reach vulnerable ecosystems.</p> <p>The workforce nutrition programme in India works in partnership with global tea brands, tea estate managements, the Indian Tea Board and local tea associations to demonstrate effective interventions to improve awareness, demand, and supply of nutritious foods for workers and their families. Since its launch in 2016, the programme has benefited more than 43,000 tea workers and their families. The current workforce nutrition programme in India is focused on tea workers and their families in tea estates in Assam with the purpose of building awareness on the health benefits of diverse diets and proper hand washing, and to improve access to nutritious food. Funded by multiple global tea brands, the programme expects to scale-up in 110 tea estates in Assam over the next three years.</p> <p>The Senior Associate will provide project management support, in implementing GAIN's activities under the Workplace Nutrition project. This will include day to day project management with oversight of the executing agencies (EAs), on-going engagement with tea businesses, and other stakeholders at the national and state levels. He /She will work closely within the GAIN India team and with key departments in the GAIN headquarters for the smooth and coordinated implementation of the project. The person will support the monitoring of the project with field travel.</p> <p>The Senior Associate will report to the Senior Project Manager, Workforce Nutrition and work under the overall guidance of the GAIN Country Director India. He/she will also work closely with the global team in the Netherlands. This is a one-year fixed contract position.</p>

Global Alliance for Improved Nutrition

Tasks and responsibilities

Activities that the Senior Associate will directly oversee will include but not limited to, working with executing agencies (EAs) to ensure timely and quality implementation through regular supervision and monitoring activities.

Project Management

- Work in coordination with the Senior Project Manager, Workplace Nutrition Project, for the overall management and implementation of the programme, including day to day coordination and follow-up with partners
- Visit the field regularly to ensure that project progress is on track and risk mitigation plan is up to date.
- Capacity building of partners in implementing programmes; and supportive supervision of community resource persons
- Responsible for overall reporting of the programme progress including bi-annual and annual reports for internal GAIN, donor and government requirements.
- Ensure accurate and timely management of the funds and proper financial reporting, with support from the Senior Project Manager and Finance team.
- Close follow-up with project partners and EAs responsible for implementing and provide technical assistance and undertake regular supervision to ensure the smooth running of the project and timely execution of the below specific activities:
- Participate in meetings with project partners and other stakeholders as required

Keeping Food Markets Working (KFMW) Grant Management

- Supervise and monitor grantees receiving the KFMW grant for supporting food system workers
- Update the monthly progress reports, and grant tracking sheet in the e-tool.
- Track grant spends and ensure proper financial reporting
- Support in identification of grantees, onboarding of grantees and in contracting processes

Monitoring

- Coordinate and support routine project monitoring
- Provide inputs for continuous and on-going cross-corrections
- Provide inputs to partners for baseline and end line evaluations

Communication

- Develop appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities.

Global Alliance for Improved Nutrition

Key organizational relationships

- Reports to Senior Project Manager, Workforce Nutrition India
- Works closely with global team in Netherlands, and GAIN India Country Team.
- Donors and strategic partners that include Unilever, Indian Tea Association, Tea Association of India, Dharmalife, Ecociate, and Food Safety and Standards Authority of India (FSSAI)
- Finance, HR, IT and legal colleagues in GAIN HQ

JOB REQUIREMENTS

Competencies

- Excellent project management skills including time and personal organization
- Excellent analytical, writing and presentation skills, both verbal & written
- Willingness and ability to work in a multi-cultural, results-driven environment
- High level of professionalism and integrity
- Proven documentation skills in other programmes.
- Full command of Power Point, MS Excel and MS Word and Outlook

Experience

- 4-8 years' work experience in nutrition, sustainability programmes, and / or relevant social sector programmes
- Sound experience in project management, implementation, grantee oversight within international development / food industry experience
- Demonstrated field experience with farmers, vulnerable communities, or workers in supply chains
- Demonstrated success in being part of multi-disciplinary teams, engaging government and private sector stakeholders and collaborators in challenging programme environments
- Understanding of country level program delivery, documentation, and coordination
- Experience in a global, multicultural organization preferred
- Experience working in a public/private partnership environment highly desirable

Education

- Master's in social development, health, nutrition, or equivalent is desirable

Global Alliance for Improved Nutrition

Other requirements

- Fluent written and verbal English, fluency in verbal Assamese is an advantage.
- A willingness and ability to travel extensively in remote rural areas in India, particularly Assam
- Advocacy, communication, and leadership skills
- Eligible to live and work in India, this is a local position

WHAT GAIN OFFERS

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