

Global Alliance for Improved Nutrition

Job title:	Program Associate - Adolescent Nutrition
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Classification:	D3	Direct reports:	0
Work location	Jakarta, Indonesia	Travel required:	Frequent (depending on the situation and condition due to COVID19)

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>Indonesia has a high burden of malnutrition in children and women and improving the micronutrient status of the Indonesia population is a cornerstone of national socio-economic development. GAIN Indonesia has been operational in the country since 2012. GAIN Indonesia works closely with the Ministry of Health and stakeholders in government, academia, private sector and civil society, some of whom are grant recipients.</p> <p>The Adolescent Nutrition Program in Indonesia will implement a 3-year project "Food Investigator Game" awarded from February 2021. The goal of the project is to shift adolescents' snacking choices towards healthier food options. Targeting 10-19 years old adolescent boys and girls in Greater Jakarta and Jember, the project has 3 pillars: 1). Policies and enabling environment; 2). Youth engagement to drive demand of healthier snacks and 3). Retail response.</p> <p>The position will report to the Program Manager, Adolescent Nutrition. S/he will support the implementation of GAIN's Adolescent Nutrition program including management and coordination with consultants and executing agencies (EAs). S/he will work closely with in-country colleagues, and with Global Program Services Team, Knowledge Leadership Team and other staff and partners in supporting the implementation, and on-going monitoring of all project activities including project milestones and outputs. S/he will be expected for providing both technical and administrative support as required.</p>
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Contribute to the overall project implementation, supporting the program manager to ensure the project timeline is followed closely by GAIN and its grantees and consultants. • S/he will draft Terms of Reference (TOR) for activities and Request for Proposals (RFP) for appointing executing agencies and support the selection process for the winning bid. • S/he will support with the day-to-day relationships with those EAs, ensuring both the timeliness and quality of their work. S/he must do preliminary review on all EA outputs/deliverables to ensure technical soundness with regard to accurate nutrition messaging, good practices and safeguarding GAIN's corporate interests and image.

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- Regularly obtain and conduct preliminary review of progress updates from the implementing agency. Submit project updates to the Program Manager Adolescent Nutrition and other senior staff as required.
- Checks and pre-approves contracts and related documents before inputting into the system to ensure compliance with the standard contracting process and templates and assists in the preparation of complex contracts.
- Ensure that disbursements to the implementing agencies are in line with contract terms and are processed on a timely basis.
- Supports with the organization of meetings and workshops for Adolescent Nutrition program(s), develop meeting agendas, draft presentations and/or briefing notes, ensuring meeting minutes are taken, and disseminating these internally or externally to partners, as necessary. Scheduling and planning for project meetings, events, and conference calls.
- In coordination with GAIN HQ and EAs, support the preparation of various reports related to the program.
- Ensure for document archiving.
- Any other related tasks assigned by the Program Manager, Country Director or Technical Director.

Demand Creation and Delivery

- Contributes to the process of development of message together with government, GAIN and EAs for a nutrition program.
- Responsible for coordinating between country team and any EA for implementing the program.

Policy and Advocacy / Stakeholder Management

- As required, represents GAIN at project review meetings with the government and donor, technical groups, and seminars / conferences.
- Supporting and maintaining a good relationship with government of Indonesia, executing agencies and act as focal point for GAIN interactions with them.
- Document and draft write up stories about the program and its impact for publication in internal documents and the external website.

Key organisational relationships

- Reports to the Program Manager, Adolescent Nutrition, Indonesia
- Work closely with Indonesia staffs and consultants to provide administrative support if required.
- Works closely with the GAIN Corporate Services Team to track program budget and spending.
- Works across GAIN worldwide to ensure open communication channels, coordinates requests and meetings.
- External suppliers, and stakeholder organizations, particularly Ministry of Health, BPOM, DHO, UNICEF, NI and implementing partners.

JOB REQUIREMENTS

- Proactive with a commitment to quality and accuracy with close attention to detail.
- Strong interpersonal, organizational, communication and advocacy skills.
- Effective oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organization.
- Able to prioritize, multi-task, and work well under pressure with frequent deadlines.
- Reliable and enjoys working in a multi-cultural, cross functional team with flexible and adaptable approach to work.

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- Ability to work without close supervision.
- Proven Computer literacy, with strong hands-on capability in all social media platforms, online content management, Microsoft Office, MS Excel, Outlook, PowerPoint skills
- Flexible and adaptable approach to work.

Experience

- Minimum of 2-3 years of experience in a multi-cultural environment in international organizations, the private sector, government or public-private partnerships with a track record of increasing responsibilities is required.
- Experience on supporting of nutrition program implementation is preferable.
- Experience writing or editing with a variety of print and online media is preferable.
- Understanding of nutrition programming is highly desirable.

Education

- A bachelor's degree preferably in public health, nutrition, food technology or relevant work experience in nutrition.
- Diploma or equivalent certification in communications is highly desirable

Other requirements

- Fluent written and verbal English and Bahasa Indonesia with ability to correct translations between both languages.
- Ability to travel frequently (depending on the situation and conditions due to COVID-19)

WHAT GAIN OFFERS

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