

Global Alliance for Improved Nutrition

Job title:	Project Associate, Nawiri Business Development		
Classification:	D3 – Associate	Direct reports:	0
Work location	Marsabit/Isiolo region, Kenya	Travel required:	Regular inter-county

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 mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

The USAID Bureau of Humanitarian Assistance (BHA) funded 5-year Resilience Food Security Activity (RFSA) in Kenya, Nawiri Program aims to sustainably reduce levels of acute malnutrition among vulnerable populations in Isiolo and Marsabit counties of the arid and semi-arid lands (ASAL) regions of Kenya. Nawiri interventions are expected to include those which work with local private-sector actors (e.g., producers and processors) who support the value chains for milk and meat, as well as work to support the role of the private sector in the local food system more broadly. To help support implementation of this work, GAIN is a partner on the Catholic Relief Services (CRS) led Nawiri consortium, leading the Market and Food Systems work. GAIN will work alongside other partners to implement program activities that seeks to strengthen the functionality of the local private sector actors and the local market systems to improve availability, accessibility, affordability, and/or desirability of nutritious foods to vulnerable households in Marsabit and Isiolo of ASAL counties.

DESCRIPTION
<p>Overall purpose</p> <p>Reporting to the Project Manager, the Project Associate will provide technical expertise to develop SME businesses. The associate is responsible for identifying, selecting, and supporting the business to process, market and sell safe and nutritious food to consumers in Isiolo and Marsabit counties.</p>
<p>Tasks and responsibilities</p> <p>Strategic and technical overview</p> <ul style="list-style-type: none"> • Support all aspects relevant to the contracts and procurement process, including the prequalification, preparation, assessment of applications and award of purchase orders/contracts including contracts administration • Conduct pre-grant and post-grant due diligence to project's shortlisted businesses. • Conduct regular visits to grantee working location to verify actual status. • Support the Nawiri Manager with E-contracting tool process, including initiate and follow-up with contracting parties and respective contract approvers, signing of contracts uploading all necessary documents to share point in liaison with legal team. • Support the business in product development and market expansion, • Ensuring updated information on payments in relation to the fund portfolio. • Support the Nawiri manager with project baselining and monthly data collection from grantees that would feed into the defined M&E indicators, as well as reporting to project stakeholders including donors.
Project Management

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- Participate and contribute to development and implementation of project work plans
- Provide assistance to the project manager by monitoring the project progress against project workplan and budget.
- Collect, document, collate and analyse project data for monitoring and management information purposes.
- Responsible for maintaining crucial project documents which track project progress.
- Identify any potential issues or risks that could affect the progression of the project. Work with the Project Manager to identify potential solutions.
- Conduct regular monitoring of the activities conducted under the project by partners
- Follow up with partners and prepare timely monitoring reports with findings and recommendations.
- Provide support for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements.
- Preparation of monthly updates and organizing time bound meetings with project stakeholders.
- Contribute to quarterly reports, activity-specific reports, and drafting of project success stories.
- Plan, coordinate and organize time-bound project site visits.
- Providing support to the project manager in organising key events planned under the project.
- Comply with and implement according to Nawiri's various policies, e.g., gender, diversity, environmental and safeguarding etc.

Key organisational relationships

- Reports to Nawiri Project Manager
- Close collaboration with the Nawiri Program consortium partners and GAIN Kenya team.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia, and others

JOB REQUIREMENTS

Competencies

- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
- Ability to work effectively as a team member and independently.
- Good communication skills
- High level of professionalism and integrity
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.

Experience

- Good experience in Agri-food sector in Kenya.
- Good experience in business development, especially business planning.
- Experience in finance (especially SME finance and grant funding management), office management, documentation.
- Experience conducting auditing and/or due diligence (financial, legal, and operational).
- In depth knowledge of full contract management process from requisition, sourcing, tendering, analysis, award, documentation and close out.
- Strong understanding of supply chain analysis desirable
- Experience working in a public/private partnership environment desirable.
- Private Sector experience desirable
- Experience working in the ASAL areas desirable.

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Education <ul style="list-style-type: none">• Degree in Business Administration, Finance, Entrepreneurship & SME Management, and/or equivalent work experience.• Diploma or equivalent certification in project management or business administration is highly desirable.
Other requirements <ul style="list-style-type: none">• Fluent written and verbal English• Local language proficiency desirable.• Must be willing and able to travel.

WHAT GAIN OFFERS
<ul style="list-style-type: none">• Flexible working hours• Friendly working environment• Professional development opportunities