

Global Alliance for Improved Nutrition

Job title:	Senior Programme Assistant, Workforce Nutrition		
Classification:	Grade 2 – Senior Programme Assistant	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	More than 40%

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 been implementing a Workforce Nutrition Programme (WFN) to support the workers from both formal and informal sectors with a focus on the nutrition and food system. The programme aims to contribute to improved nutrition security provided to nutritionally vulnerable workers in the workplaces.</p> <p>The Senior Programme Assistant will be responsible for supporting the quality implementation of this programme. They will maintain a working relationship with implementation partners, government line agencies, relevant strategic and development partners to leverage innovative initiative to the programme. They will be responsible to strengthen the Workforce Nutrition Alliance (WNA) in cooperation with the ministry and relevant line agencies. They will also contribute in developing concepts, proposals, and learning documents. They will support developing knowledge management documents of the projects and WFN work stream. The position will report to the Project Manager of Workforce Nutrition Programme in GAIN Bangladesh.</p>
<p>Tasks and responsibilities</p> <p>Working closely with the Project Manager of Workforce Nutrition Programme, key activities will include:</p> <p><u>Project Implementation Support</u></p> <ul style="list-style-type: none"> • Providing support to the project implementation process including developing work plan for partners and factories and ensuring necessary course corrective measures to achieve the timebound deliverables. • Organising meeting workshops, seminars, training, and any other events with ensuring different logistics with the multi-sectoral partners, stakeholders, businesses/factories, and relevant experts, and documenting the event proceeding to circulate widely.

Global Alliance for Improved Nutrition

- Supporting with capacity building training on basic nutrition, food system, diversified food, wash and hygiene practices to the project stakeholders.
- Developing RMG factory wise annual nutrition session plan in collaboration with factory management.
- Providing day to day support to the implementation partners in selecting the suitable food supplier/vendor(s) for procuring quality nutritious and safe food items for the workers.
- Working with strategic and alliance partners in the garment factory workspaces for joint advocacy, coordination, research, and sharing learning to promote workforce nutrition.
- Supporting to create an enabling environment to get buy-in and include nutrition as one of the priorities in different policies and guidelines.
- Facilitating coordination with government agencies, technology service providers, institutional investors or fund managers, private sectors to invest and implement the Workforce Nutrition model for workers' wellbeing.
- Contributing to the development and design of various communication tools and materials on workforce food system and nutrition with a standard operation procedure.
- Supporting with the developing and implementing guidelines on Fair Price Shop including business plan and/or Standard Operating Procedure (SOP) for the private sector.
- Supporting with the capacity building of partners to execute the communication materials for message dissemination on nutrition, food system and COVID-19 in general.

Role in Partnership Management and Collaboration

- Assisting in liaison with the relevant Ministries and line agencies, on the main priorities of the project action plans to coordinate programme activities, implement action plan, and assure the delivery.
- Assisting in the liaison with other stakeholders, I/NGOs, UN agencies and other workforce/labour organisation and their apex association (BGMEA, BKMEA) and fora to find areas of cooperation, joint initiatives and where applicable, negotiate cooperative agreements, letters, and MOU.
- Providing regular updating about projects progress with the Country team, Portfolio Management, and Delivery team.
- Reviewing partner's financial documents along with the country finance team.
- Supporting the 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

- Providing support to the Knowledge Leadership (KL)/Monitoring & Evaluation (M&E) team for conducting regular monitoring and data collection.
- Visiting the field to monitor activities and informing the Project Manager about the progress and any issues identified.
- Supporting the KL/M&E and project teams to document experiences, preparing reports, and prepare presentations.
- Developing WNA as a knowledge hub on workforce nutrition through gathering national and international evidence in food safety and nutrition.
- Facilitating the Quality Improvement (QI) process to improve and diversify hot-cooked meal in the workplaces.

Global Alliance for Improved Nutrition

- Supporting with project progress reports (monthly/quarterly/annual progress report etc.) as well as writing case stories for review.
- Drafting results-oriented reports and publication materials for various internal and external stakeholders, including donor reporting, annual reports, conference and workshop reports, presentations, briefs and articles for broader dissemination and publication.

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.
- Competent policy and advocacy skills particularly having working experience on workforce policy interventions.
- Have ability to influence the corporate and public sectors to effectively liaise with private companies, formal & informal workforce sectors, and development agencies for promoting workforce nutrition.
- Client focussed and ability to use prioritize work well independently under pressure to meet deadlines.
- Self-motivated and innovative solution-oriented and flexible, willing to travel in challenging environments.
- Able to work in a multi-cultural, cross-functional team with a flexible and adaptable approach to work.
- Proven ability to work effectively in a team environment and matrix structure is critical.
- Dialogue, negotiation, and advocacy skills to facilitate the food companies

Experience

- Proven working experience in development fields especially in the workforce nutrition sector, as well as nutrition, public health, and food system.
- Working experience in the RMG sector and other formal-informal workplaces.
- Experience in conducting training on basic nutrition, food system, diversified food, wash and hygiene practices to the government and private sector personnel.
- Experience in policy, research, guideline or manual development and applied knowledge in result-based monitoring
- Experience in workplace public health and nutrition programme implementation is essential.
- Working experience in facilitating Behaviour Change Communication (BCC) approaches (above the line, below the line, online, offline, and social media network).
- Fluency in spoken and written English is essential.
- IT literacy with excellent MS Office skills.

Global Alliance for Improved Nutrition

Education

- Master's degree in food science, nutrition, social science, business administration, or an equivalent qualification.

WHAT GAIN OFFERS

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