

Global Alliance for Improved Nutrition

Job title:	Junior Associate, Planning and Communications
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Classification:	E2 – Junior Associate	Direct reports:	0
Work location	Maputo, Mozambique	Travel required:	30%

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>The Junior Associate, Communications will be responsible for supporting with the implementation of the country visibility and communication strategy for GAIN Mozambique. They will support the office communication team and provide project support to Country Director and project teams.</p> <p>In addition to this, they will support the Associate, Communications with the implementation and execution of the communication plan for SUN Business Network programme (SBN) in Mozambique, the Food System (LSFF) and Nutrition Portfolio.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Administrative Support on Planning and Communications Management <ul style="list-style-type: none"> ○ Support the Associate, Communications to develop GAIN Mozambique's annual communications, advocacy and visibility strategy and support its implementation. ○ Support with the development of content and provide support to colleagues with layout of simple documents and publications as may be required ○ Ensure the effective coordination of GAIN Mozambique external social media pages (ex: Twitter, Facebook,) and internal communications activities ○ Classify and organize mailing lists and databases for both internal and external GAIN stakeholders ○ Support with the development of information packs/kits to provide an overview of various projects within the Country Programs ○ Support with the coordination of research, sourcing articles, factsheets and other publications and branding material, collating and reviewing content from staff and partners and from all our work for sharing with wider audiences ○ Managing requests from the wider communications team(s) providing support in a timely manner • Project Support to SBN in Mozambique

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- Support the Associate, Communications with the delivery of project communications activities i.e., proofreading and copyediting requests etc
- Ensure the visibility of the SBN work in external social media pages (ex: twitter, Facebook, etc)

- **Support to GAIN programs Portfolio**

- Support with the delivery of project(s) communications activities
- Researching, preparing fact-checking, editing, and producing professional media and communications materials for various audiences and ensuring their timely dissemination and amplification via GAIN and non-GAIN communications channels at country level and, where appropriate, globally.
- Provide support to Mozambique projects website – develop and upload content to website using existing templates
- Support design and development of CoP content offering (with support from Intern, local communications agency, and Global GAIN Communications), including but not limited to: content for online portal, SMS outreach, social networking outreach, and print materials

Key organisational relationships

- The Junior Associate, Communications reports directly to the External Engagement Manager Mozambique, and works closely with National SBN Team, Project Managers and GAIN's Mozambique country team
- Regular engagement with public and private sector in Mozambique

JOB REQUIREMENTS

Skills and Attributes

- Research and presentation skills
- Strong written and verbal communication skills, including a proven ability to communicate diverse and disparate information and messaging in simple and concise formats
- Good copyediting / proofreading skills
- Highly motivated with the ability to work independently and able to deliver high quality work and achieve milestones within tight deadlines
- Ability to multi-task with high attention to detail
- Strong project management, administrative, networking and communication skills, including an ability to be flexible
- High level of professionalism and integrity
- Knowledge and experience of communications, including social media tools
- Ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment
- Strong team player
- Able to demonstrate good judgment, problem solving, creativity and innovation
- Computer literacy with good knowledge of MS Word, Outlook, and Power Point

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Experience

- Practical experience in a project management support, communication, social media, digital marketing, and or business communications position
- Experience of supporting communications activities in the private, public or development sector
- Experience in organizing mid-large-scale events
- Experience in supporting with the development and production of communication materials
- Demonstrated knowledge of the local country context and related development issues

Education

- Qualified to bachelor's degree level in marketing, development studies / management / international relations/health/economics/business or other social sciences, or equivalent experience

Other requirements

- Willingness and ability to travel occasionally in country
- The applicant should be a Mozambique national or have the right to work in Mozambique
- Fluent in both English and Portuguese is essential

WHAT GAIN OFFERS

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