

Global Alliance for Improved Nutrition

Job title:	Program Assistant		
Classification:	E1 – Program 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. 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><u>Overall purpose</u></p> <p>The current data access and data use barriers constrain decision makers' capacity to design and implement coherent food systems policy, plans, and activities; realize participatory food systems 'good governance'. Jointly, the inability to undertake these actions limits progress towards achieving the SDGs and other important national targets. The GAIN solution to this problem is to collaborate with subnational governments and urban municipalities to build country food systems dashboards displaying sub-national data (e.g. city level and broader sub-national level data), providing access to evidence in one place to support data-informed decision-making. Well-curated, national-level data are already available for over 230 countries through the Food Systems Dashboard (FSD). However, it does not currently display disaggregated, city and subnational-level data for country food systems.</p> <p>It is expected that the country dashboards will be the first place that local decision makers (from government, municipalities, NGOs, civil society, donors, UN, and academia/research) go to, to find curated, high-quality, filtered national, subnational and city-level data and analytics on their country's food system. Our aim is to have the country dashboards adopted as the main data platforms to inform and shape national and/or city strategic plans as well as national Food Systems Dialogues and UN Food Systems Summit action-tracking work. The dashboards are also expected to be used as a tool to track progress and accountability against national/ local commitments or action plans that support food systems transformation. This will benefit people in Bangladesh at risk of hunger, malnutrition, food system job losses, climate change, and environmental degradation.</p> <p>The Program Assistant will support the work under this initiative for Bangladesh and provide support to technical leadership and project management. The post-holder will be expected to compile, manage and analyze data and maintain strong relationships with relevant partners, the government and other stakeholders to support Project Manager in implementing the project.</p>
<p>Tasks and responsibilities</p> <p><u>Project Management</u></p> <ul style="list-style-type: none"> • Support standard project management in accordance with the GAIN guidelines. • Responsible for collecting, collating, managing and analysis of the data • Literature review and extract open access data from website • Support Project Manager (PM) in completing and managing the metadata spreadsheet template • Support PM in finalizing indicators list

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- Closely work with global Data Management and Knowledge Leadership team members
- Review data collection and reporting forms
- Support organizing workshops with government and other stakeholders
- Support to the project implementation process in terms of organising meeting with partners, writing meeting notes, and circulate to the relevant stakeholders.
- Assist in designing and organizing survey
- Visit implementation area and relevant partners' office based on need
- Maintain relationship with collaborating partners and government
- Regular updating about projects progress with the Country team, and Delivery team.
- Review reports from consultants
- Maintain relation with Stakeholder Advisory Group members

Knowledge Management

- Support PM for ensuring project outputs are well informed and up to date
- Regular follow up the project management site in intranet (share-point)
- Drafting project reports and donor reports
- Share innovative ideas in implementing solutions to ensure project remains current
- Update monitoring data in the project document
- Support in preparing presentation and communication materials
- Support in organizing webinar

Key organizational relationships

- Reports to the Project Manager
- Close working with CD and the colleagues working on the Country Food System Dashboards at country office and at global level.
- External partners including government, complimenting organizations
- Other Bangladesh Country Office staff

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Computer literate, with the ability to use MS Office Suite especially excel and other bespoke systems to support effective delivery • Analysis of data using software • Analytical skills, able to review data and present meaningful reports • Excellent communication skills, both written and verbal • Ability to build relationships and influence • Able to work effectively within a multi-cultural, matrix-style organization • Ability to prioritize, and work well independently under pressure to meet deadlines • Able to effectively prioritize and multi-task, often working under pressure to achieve deadlines • Computer literate, with the ability to use MS Office Suite and other bespoke systems to support effective delivery
<p>Experience</p> <ul style="list-style-type: none"> • Minimum 3 years of work experience within an international development setting • Proven ability to work effectively in a team environment and matrix structure is critical. • Experience in managing and analysing large data set • Experience organizing and facilitating meetings with public officials • Understanding and some experience/technical knowledge of indicators • Understanding and some experience/technical knowledge in food systems will get advantage • Experienced in report writing
<p>Education</p> <ul style="list-style-type: none"> • Bachelor or Master's level qualifications in statistics, applied statistics, public health, development studies or equivalent work experience is highly preferred

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