

Global Alliance for Improved Nutrition

Job Title:	Junior Associate, Scaling Up Nutrition (SBN)		
Classification:	Grade 2 - Junior Associate	Direct Reports:	None
Work Location	Addis Ababa, Ethiopia	Travel Required:	Minor

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.

DESCRIPTION
<p>The Scaling Up Nutrition Business Network (SBN):</p> <p>Since 2010 the Scaling Up Nutrition Movement has inspired a new way of working collaboratively at global level, to end malnutrition. With the governments of 65 SUN Countries (and four Indian states) in the lead, SUN unites civil society, the United Nations, donors, businesses, and researchers—in a collective effort to improve nutrition. The Scaling Up Nutrition Business Network (SBN) was established in 2013 to mobilize business at a global and national level to support the SUN Movement. The SBN is convened at global level by GAIN and the World Food Programme (WFP).</p> <p>SBN Ethiopia is seeking an efficient and motivated self-starter to take up the role of SBN Junior Associate who will be critical in supporting the day-to-day operations and program activities of SBN Ethiopia. The candidate will engage a diverse group of partners to support SBN Ethiopia members to sustainably produce and distribute safe and nutritious food to the community. These efforts will support the operationalization of the SBN Ethiopia Strategy (2021– 2023).</p> <p><i>This is a full-time role, offered on a two and a half-year fixed-term contract basis with possibility of extension subject to funding.</i></p>
<p>Tasks and Responsibilities (SBN)</p> <p>The successful candidate will be responsible for ensuring SBN and other GAIN Ethiopia private-sector related nutrition programmes are served efficiently in terms of administrative and programmatic support. Key responsibilities are outlined below.</p> <p>Program Implementation Support</p> <ul style="list-style-type: none"> • Work with the SBN Ethiopia Coordinator to plan and implement private sector engagement workshops, trainings, and events • Support the transfer of knowledge and expertise to SMEs to scale up their nutritional impact including developing viable business models and incorporating nature positive approaches • Support the SBN Ethiopia Coordinator to monitor SBN activities and related interventions jointly implemented with other partners including government stakeholders • Support the review of work plans and co-ordinate reminders with various partners to ensure activities are on track • Assist the SBN Ethiopia Coordinator to co-ordinate and manage partnerships with key stakeholders including facilitating the linkage of SBN with other relevant platforms

Global Alliance for Improved Nutrition

- Collate on-going trends in the private sector and relevant nutrition platforms to inform SBN Ethiopia activities
- Ensure the SUN Business Network Global Online monitoring system is updated with relevant SBN Ethiopia data
- Assist the SBN Ethiopia Coordinator in developing quarterly, bi-annual, and annual reports for key stakeholders e.g., donors as required

Administration and Communications

- Monitor and regularly update SBN Ethiopia communication platforms (Website, Facebook, LinkedIn, Twitter etc.) with insightful and relevant content on SBN activities, members, and partners
- Support in drafting official communication documents on behalf of the network to all relevant stakeholders as needed
- Monitor the SBN Ethiopia Email account and provide timely responses to enquiries
- Maintain a record of the network membership database including facilitating new member registrations, screening, and inductions onto the network
- Support in the preparation and documentation of the network's strategy, tools, and resources for easy reference and sharing with network members and stakeholders
- Work with support functions within GAIN to ensure efficient and timely completion of all internal process requires for SBN Ethiopia programs/events (e.g., but not limited to purchase requests, contracts, payments etc.)
- Carry out any other tasks, as required, to support the day-to-day activities of SBN's engagement with the private sector on nutrition in Ethiopia

Key Organizational Relationships

- Reports to SBN Ethiopia Coordinator
- Regular engagement with the GAIN Ethiopia Country and Programmes Teams, Global SBN team and with GAIN's private sector programs including within the Nutrition Enterprise Unit Cluster

JOB REQUIREMENTS

Core Competencies

- A dynamic individual with excellent interpersonal, networking and communication skills in multicultural and multi-stakeholder environments
- Ability to prioritize, multi-task, and work well independently under pressure to meet deliverables and deadlines
- Self-motivated, proactive, and solution-oriented with a commitment to quality and accuracy
- Well-developed dialogue, negotiation, and advocacy skills
- Ability to be flexible and adaptable to the needs of stakeholders to meet organizational objectives

Experience

- At least 2 years' experience working for the private sector, on communications, business or for non-governmental organizations in Ethiopia
- Practical experience in business/project administration, business processes, communications, marketing and /or management
- Demonstrable research experience including collecting, synthesizing, and communicating data
- Good background in social media

Global Alliance for Improved Nutrition

Education

- Bachelor's degree or Diploma in business, management, marketing, international development, international studies, or related field

Other Requirements

- Fluency in written and spoken English and Amharic is required
- Willingness and ability to travel outside of Addis Ababa
- Must be eligible to work in Ethiopia

WHAT GAIN OFFERS

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