

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Senior Assistant, Dashboard
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<b>Classification:</b>	Grade 2	<b>Direct reports:</b>	0
<b>Work location</b>	Maputo, Mozambique	<b>Travel required:</b>	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><b>Overall purpose</b></p> <p>The Senior Associate Dashboard will work under supervision of M&amp;E Senior Associate, providing technical supporting the project implementation. You will be responsible for data collection, data cleaning and analyses ensuring that the agreed objectives and aims are achieved.</p> <p>There will be close collaboration with the M&amp;E Senior associate, Head of programmes, M&amp;E Manager and Knowledge Leadership (KL) team as well as centralized programme teams.</p>
<p>Tasks and responsibilities:</p> <p><u>Monitoring, Research, and evaluation</u></p> <ul style="list-style-type: none"> <li>• Support to extract provincial and city level data from reports and analyses' results</li> <li>• Support the description of the food system dashboard in each province, municipality and national level</li> <li>• Support the implementation of Mozambique Subnational Food Systems Dashboard (MSFSD) Action Plan, and advocacy materials</li> <li>• Attend meetings related to the Mozambique Subnational Food System Dashboard, food systems dashboard development and advocacy materials</li> <li>• Communicate as needed with other collaborators on the MSFSD and Action Plan</li> <li>• Provide support to Monitoring and evaluation team in regard to monitoring, researching, evaluation</li> <li>• Perform any other duties as assigned/deemed necessary by supervisor(s)</li> </ul> <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> <li>• Support PMs in managing contracts and deliverables of consultants and partners involved in development of MSFSD</li> <li>• Facilitate interaction between project managers and consultants to coordinate evaluation activities, timelines, travel and identification of partners</li> <li>• Provide support to the preparation and dissemination of knowledge and learning products</li> <li>• Provide support with creation of communications materials in collaboration with Communications Lead.</li> </ul>

## Global Alliance for Improved Nutrition

- Support other GAIN programs as required

### Reporting

- Provide support to review and interpret monitoring data as part of preparation for GAIN's performance and donor reports
- Support reports preparation for GAIN, donors and other partners on program activities, as needed
- Provide support to the preparation of information related to dissemination of findings, by supporting preparation of coordination of presentation materials, policy briefs, and other publications
- Provide support to the preparation of information related knowledge and learning products and respective dissemination

### **Key organisational relationships**

- Reports to the M&E Senior associate
- Works closely with M&E Manage and other teams in the Mozambique office
- Other relevant activities may be added as identified

## **JOB REQUIREMENTS**

### **Competencies**

- Able to interpret research findings and translate findings for practical application in the program
- Ability to write analytical and technical reports and communicate effectively at all level
- Ability to present sometimes complex information to a diverse audience
- Ability to build relationships and influence at a high level
- Able to work effectively within a multi-cultural, matrix-style organization
- Analytical skills, able to review data and present meaningful reports
- Able to effectively prioritize and multi-task, often working under pressure to achieve deadlines

### **Experience**

- Demonstrated work experience in foods systems
- Knowledge of word processing and spreadsheet software, and internet applications, are essential
- Experience of working with government at municipal, provincial and national levels
- Experience on any web analytical tools
- Experience or deep understanding of the private sector
- Understanding and some experience/technical knowledge in food systems
- Experience in quantitative research and analysis; experience in qualitative research and analysis a plus.
- Critical analysis skills to evaluate the quality of research results and extract key learnings and effective practices from research findings
- Demonstrated success in building strong working relationships with internal and external stakeholders
- Working with stakeholders from business, civil society, government, donors at national international level
- Experienced in report writing and the ability to analyze and make recommendations for the improvement of technical reports

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### Education

- Degree level qualification related to statistic, food science, social science, nutrition, health, agriculture, business management or suitable equivalent
- Additional training in monitoring and evaluation is highly valuable and recommended

### Other requirements

- Willingness and ability to travel in country
- Fluency in Portuguese in English

### WHAT GAIN OFFERS

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