

Global Alliance for Improved Nutrition

Job title:	Junior Associate, Food System Governance
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Classification:	E2 – Junior Associate	Direct reports:	0
Work location	Maputo, Mozambique	Travel required:	10%

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>GAIN's Junior Associate, Food System Governance role is a global team position, supporting the Technical Lead in the implementation of the Food Systems Governance programme and TN Manager on the supervision of Emo Demos component of TN Project. The role holder will provide support in the areas of advocacy, communications, research, financial administration and general programme coordination and administrative support. The Food System Governance programme has a variety of global and in-country activities with a commitment to high quality delivery. This programme is part of the Drivers of Food Systems Change Cluster and within that the portfolio theme, "Empowerment of the Marginalised".</p>
<p>Tasks and responsibilities</p> <p>The Junior Associate for GAIN's Food System Governance programme provides support to the Technical Lead. You will bring accurate, reliable and professional skills to this role as well as research skills and strong financial administrative and programme coordination-administration expertise. You will have experience with working in a multicultural programme environment with a diversity of partners and teams</p> <p>Key role requirements are to:</p> <p><u>80% time committed to supporting the Technical Lead in the implementation of Food System Governance programme and projects, globally and in-country, including:</u></p> <ul style="list-style-type: none"> • Providing accurate and reliable financial administration and general programme coordination and administration • Conducting Food Systems Governance research, knowledge product review, referencing and internal library management of research/knowledge product materials • Contributing towards accurate and reliable programme internal and external communications • Supporting development and dissemination of advocacy-communications activities and materials <p>Supporting the organisation of events that are linked to advocacy and awareness raising activities as well as global and in-country events, liaising with GAIN countries, other departments and programmes and partners</p> <p><u>20% time committed to Project Support:</u></p>

Global Alliance for Improved Nutrition

- Supporting the TN Project Emo Demos component in monitoring and compiling reports from the implementation of this intervention in the field as and where required

Key organisational relationships

- Technical Lead: Food Systems Governance (direct line manager)
- TN Manager, Nampula office in Mozambique
- Theme Lead, Empowering the Marginalized
- Cluster Lead, Drivers of Food System Change
- Technical Specialist, Knowledge Leadership
- Country Directors and Offices, including, Kenya, Mozambique, Tanzania, Nigeria, Pakistan, Bangladesh, and Indonesia
- Communications programme focal point

JOB REQUIREMENTS

Competencies

- Accurate and reliable financial administration skills
- Accurate, reliable and proactive general programme-project coordination and administrative skills
- Highly developed verbal and written communication skills in English; Portuguese is an advantage
- Strong Teamwork/Collaboration
- Experience working with a diversity of team members and/or stakeholders
- High level of professionalism and integrity
- Good judgement and problem-solving skills
- Computer literacy with good Excel, MS Word, Outlook, and PowerPoint skills. SharePoint experience a benefit

Experience

- Experience working on development programmes with multiple stakeholders such as government, community-based organisations and/or non-governmental organisations
- Experience working in multi-cultural as well as low- and middle-income country contexts. Experience in Africa and/or Asia a benefit
- An understanding of food systems, public sector governance and/or nutrition is preferable
- Strong financial and project administrative experience
- Proven teamwork experience
- Advocacy and/or communications experience an advantage
- Research experience (University research studies experience is satisfactory)

Education

- Undergraduate-Honours degree with extensive experience or Master's degree in relevant area, e.g. international relations, public health, development studies, business administration, public policy, public administration, or related field

Global Alliance for Improved Nutrition

Other requirements

- Must be able to work from an existing GAIN office in Mozambique or Kenya

WHAT GAIN OFFERS

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