

Global Alliance for Improved Nutrition

Job title:	Junior Associate, Impact at Scale
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Classification:	Grade 2	Direct reports:	0
Work location	Nairobi, Kenya	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 overall purpose of this position is to support the implementation and monitoring of the Nutrition Impact at Scale (NIS) Program. NIS works with Enterprise/SME Support Organizations to provide tools and resources to scale nutrition impact. The program is implemented in six African countries.</p> <p>NIS is a program within GAIN's Nutrition Enterprise Unit. The unit is GAIN's centre of expertise on Small and Medium Enterprises (SMEs) in nutritious food value chains.</p>
<p>Tasks and responsibilities</p> <p><u>Support the implementation and continuous improvement of program processes</u></p> <ul style="list-style-type: none"> • Support the selection of program partners including: <ul style="list-style-type: none"> ○ Coordinate logistics for Technical Advisory Committee (TAC) meetings including providing members with all the necessary documents ○ Write minutes and research on TAC recommendations

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- Support the use and continuous improvement of the program Standard Operating Process
- Collect and compile indicator information and progress reports, including project dashboards, for the project.
- Coordinate M&E Activities with KL team

Support in financial processes

- Manage all submissions and tracking of invoices (regular monthly bills and ad-hoc invoices, including creating new vendor profiles, raising/maintaining procurement orders, track approvals, etc.)
- Implement financial policies and procedures and ensure payments have been processed timely and accordingly
- Deliver monthly financial updates to wider team at internal teams meeting and financial reports according to needs of the unit
- Manage the generation of regular program dashboard for monthly and annual reviews.
- Regularly liaise the Program Manager, Impact at Scale to ensure full oversight of budget status
- In close coordination with the Program Manager, Impact at Scale, assist in budget planning and forecasting

Support contracting

- Take responsibility for drafting contracts and processing them as necessary and liaise with the legal team in so doing
- Secure timely signatures on program contracts and ensure processes are duly followed.
- Drafting of Waivers as necessary and following up the process for approval

Support for admin tasks

- Set agendas and deliver minutes for team meetings and committees; and capture action points as needed
- Manage the logistics side of the program's events and those done with program partners: ensuring venues, liaising with vendors, ensuring functioning IT in events, etc.
- Ensure proper filing of program documents including Quad documents, TAC outcome, progress, and donor reports, etc.

Other responsibilities

- Support other GAIN programs as required
- Ensure the program documents are correctly and regularly filed.

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Key organisational relationships

- Reports to the Programme Lead, Impact at Scale.
- Nutrition Enterprise Unit cluster lead and colleagues.
- GAIN Kenya country team and other Country Program Teams (CPT) in program focus countries.
- GAIN Program Services Team (PST), Communication Team, and Knowledge Leadership Team (KL).
- Grantees, consultants, and subcontractors.

JOB REQUIREMENTS

Skills and attributes

- Experience in agriculture or business, with agribusiness experience preferred
- Experience conducting needs assessments/gap analysis and facilitating technical assistance for SMEs highly desirable.
- Strong inter-personal skills and the ability to work with agribusiness managers from a variety of backgrounds
- Strong verbal and written communication skills.
- High level of professionalism and integrity
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.
- Knowledge and experience of Indicators Monitoring databases a plus

Experience

- Demonstrable professional experience particularly in development projects support roles with bias towards enterprise development and administration.
- Proven business acumen
- Strong understanding of agribusiness in Africa
- Experience in a global, multicultural organization is highly desirable
- Experience working in a public/private partnership environment highly desirable
- Private Sector experience highly desirable

Education

- A BA in agribusiness, agricultural economics, business administration, or a suitable equivalent professional training is required.

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Other requirements

- Fluent written and verbal English and Swahili. Proficiency in French and/or Portuguese desirable.
- A willingness and ability to travel in rural areas.
- Right to work in Kenya.

WHAT GAIN OFFERS

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