

Global Alliance for Improved Nutrition

Job title:	Programme Associate, USAID AN National Food Systems Dashboard
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Classification:	D3 - Associate	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	50%

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>Food systems in Nigeria are diverse and range from the rural and traditional to the modern and formalizing. To establish the evidence-base for the development of a strategic plan for transforming the food system, there is the need to develop a Nigeria National Food Systems Dashboard (NFSD). Developing a NFSD requires identification of suitable indicators; identification and compilation of data for the indicators; hosting of the data on a website; and development of state-level food systems profiles among other outputs. Accomplishing these outputs involves various national and international stakeholders and interactions among these stakeholders. Several donors, including the Bill and Melinda Gates Foundation, the USAID Advancing Nutrition Project, and the Dutch government have committed funds to the development of the NFSD and an ensuing National Food Systems Command Centre (FSCC).</p> <p>GAIN recently received funding from USAID Advancing Nutrition Project for exploring the food systems in three project states – Bauchi, Kebbi, and Sokoto – to greater depth, e.g., more intensive stakeholder engagement, piloting of the FSCC, etc.</p> <p>The Programme Associate will support the 18-month process of developing the NFSD and FSCC. Under the supervision of the Senior Advisor on Food Security and Nutrition and through consultations with institutions and other personnel working on the NFSD and FSCC, the Associate will facilitate communication among stakeholders; organize logistics for meetings, workshops, trainings, and other activities undertaken as part of the project; liaise with any vendors or suppliers engaged by the project; and contribute to the technical aspects of developing the NFSD and FSCC.</p>
<p>Tasks and responsibilities</p> <p><u>Project management</u></p> <ul style="list-style-type: none"> • Directly responsible for delivering the USAID AN support for the sub national food systems dashboard work in Sokoto, Kebbi and Bauchi states. • Work closely with the Senior Advisor on Food Security & Nutrition to ensure that all project activities are completed in line with the agreed workplan preparing and ensuring timely submission of implementation, progress, and financial reports • Participate in meetings related to the NFSD/FSCC and keep records of all discussions and agreements • Perform other tasks within the technical area of the project, as required <p><u>Stakeholder management and coordination</u></p> <ul style="list-style-type: none"> • Engage with government partners to determine and document institutional arrangements for developing and managing the NFSD and FSCC • Engage with key officers in project focus states to execute project activities • Liaise with international partners supporting the development of the NFSD and FSCC • Organize events at both federal and state level to engage and collaborate with stakeholders

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- Communicate and track deliverables of consultants and other personnel working on the NFSD and FSCC and ensure timely completion of activities
- Arrange logistics for additional data collection in project focus states, and supervise such
- Support the preparation of PowerPoint presentations, project reports, and other communication materials about project

Project communication, report writing and documentation:

- Produce periodic donor report
- Provide weekly updates for GAIN Monday Meeting, leading check-in calls with donor and the Nigeria UASID AN team
- Develop project brief and presentation deck for external and internal communications

Key organisational relationships

- Reports to the Senior Advisor on Food Security and Nutrition
- Regular engagements with consultants, USAID AN staff in Helen Keller, various stakeholders across the food systems domains in Bauchi, Sokoto, and Kebbi states, and at the Federal level, other critical stakeholders across the development and private sectors
- Close collaboration with project teams in GAIN Nigeria

JOB REQUIREMENTS

Competencies

- Knowledge/Familiarity with food systems and nutrition indicators and data
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills and internet applications
- Results focused and able to work in a team
- Ability to work with minimal supervision
- Good project management skills alongside good partnership/stakeholder management skills
- Highly organized and detailed-oriented
- Strong administration, logistics, coordination and facilitation skills
- Ability to write analytical and technical reports
- Good interpersonal and effective communication skills in multicultural, multi-lingual environment
- Flexible, adaptable, and available to take on other tasks or duties as requested by the supervisor

Experience

- Professional experience engaging with government partners and diverse stakeholders in a programme or project support role
- Experience participating in research projects, monitoring, and evaluation, and data collection
- Experience organizing stakeholder engagement activities, including meetings, workshops, and trainings
- Working on food systems related activities

Education

- Bachelors' degree in agriculture, nutrition, food science, food safety or related field
- Masters' Degree in relevant discipline such as Public Health, International Development, Anthropology, Sociology, Economics, or a suitable equivalent.

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WHAT GAIN OFFERS

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