

<b>Job title:</b>	Programme Associate, Workforce Nutrition		
<b>Classification:</b>	Grade 3 - Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Dhaka, Bangladesh	<b>Travel required:</b>	More than 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. GAIN's purpose is to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition. Working with both governments and businesses, GAIN aims to transform food systems so that they deliver more nutritious food for all people. GAIN has a proven record of facilitating practical solutions that increase the nutritional value and safety of foods in ways that work for consumers, businesses, and governments. In Bangladesh, GAIN has been rolling out various programme targeting to improve nutrition status of the people particularly vulnerable to malnutrition through increasing consumption of safe and nutritious foods. For more details, please visit: [www.gainhealth.org](http://www.gainhealth.org)

DESCRIPTION
<p><b>Overall purpose</b></p> <p>GAIN Bangladesh has been implementing the Workforce Nutrition Programme (WFN) to improve regular consumption of nutritious and safe food for all workers from both formal and informal sectors. The overall purpose of this role is to provide technical support to ensure effective and quality implementation of the project activities. S/he will be responsible for maintaining the quality implementation, maintain working relationship with implementation partners, and business partners. The Associate will contribute to developing a project implementation plan (PIP) and review its progress against key performance indicators (KPI) and targets. They will work closely with factories, community people, and other stakeholders for quality delivery and provide course corrective measures to overcome challenges. The position will report to the Project Manager and work as a member of the GAIN Bangladesh Team.</p>
<p><b>Tasks and responsibilities</b></p> <p><b><u>Role in Project Implementation and Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Provide technical support to develop a detailed implementation plan with clear roles and responsibilities for implementing partners, and relevant stakeholders.</li> <li>• Develop technical documents on safe food and nutrition and WASH activities for partner staff, factory management, and community people.</li> <li>• Provide guidance to the factories to continuously support mechanisms for improving meal interventions to increase the consumption of safe and healthy diets at the workplace.</li> <li>• Handle the selection of Peer Educators at the community and factory levels and provide capacity building support to conduct learning sessions for factory workers and community people.</li> <li>• Onboard local community people for promoting nutrition and WASH activities at the community level.</li> </ul>

- Assist in establishing the Fair Price Shop at the selected factory premises by assessing all requirements.
- Support the development of the standard operating procedure for the Fair Price Shop (FPS) and taking necessary steps for its implementation.
- Facilitate training for the factory management, community leaders, and Peer Educators on basic nutrition and safe food.
- Under the Project Manager supervision, support in the developing Behaviour Change Communication tools and materials in consultation with partners, factories, and relevant experts.
- Assist in onboarding nutritious and safe food suppliers and organizing workshops/training for them.
- Support organizing campaigns and promotional activities for purchasing nutritious and safe food through Fair Price Shop.

## **Role in Partnership Management and Collaboration**

- Support to develop and maintain working relationships with businesses, factories, nutritious and safe food suppliers, implementing organizations, and relevant government organizations for smooth operation of the project interventions.
- Facilitate factory owners and management to invest in nutrition interventions and activities for workers' wellbeing.
- Provide Regular updates about projects progress with the Country team, Portfolio Management, and Delivery team.
- Work closely with business market leaders for a smooth supply chain and FPS operation.

## **Technical supervision, Monitoring and Evidence Generation**

- In collaboration with the GAIN monitoring and improvement team, ensure quality implementation of the monitoring framework and reporting system
- Regularly visit to the project location for monitoring and supportive supervision of project activities.
- Organize field visits and monitor the food distribution related activities at the factory, supplier, and partner level.
- Responsible for regular data collection to track project activities and prepare various reports.
- Work closely with implementing partners, and monitoring improvement team to develop a monitoring system for tracking FPS sales and generating various reporting.
- Responsible for documenting experiences, presentations, and articles for broader dissemination.

## **Key organizational relationships**

- Workforce nutrition workstream
- Monitoring and Improvement team
- Finance and Legal teams

JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• A dynamic individual with good interpersonal and communication skills in multicultural, multi-lingual environments.</li> <li>• Ability to prioritize and work well independently under pressure to meet deadlines.</li> <li>• Explicit and systematic thinking demonstrates good judgment, expert problem solving, and creativity.</li> <li>• Negotiation and advocacy skills to facilitate the private companies to liaise effectively.</li> <li>• Initiative-taking, solution-oriented and flexible, willing to travel in challenging environments.</li> <li>• IT literacy with excellent MS Office skills.</li> <li>• Fluency in both written and spoken English.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in developing and managing projects in a multi-cultural environment in nutrition and food system.</li> <li>• Strong experience in garment sector project implementation and management, preferably promoting nutrition activities.</li> <li>• Experience in delivering integrated nutrition programmes in the food system is an asset.</li> <li>• Proven ability to work effectively in a team environment and matrix structure.</li> <li>• Experience in providing supportive supervision and programme monitoring at the field level.</li> <li>• Experience in analysis of data and quality reporting.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelors' or Masters' degree in food science, nutrition, social science, business administration, or a suitable equivalent.</li> </ul>
WHAT GAIN OFFERS
<ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Friendly working environment</li> <li>• Professional development opportunities</li> </ul>