

Global Alliance for Improved Nutrition

Job title:	Associate, Policy, and Advocacy for Catalysing Policy Action for Healthy diets and resilience (CASCADE)
-------------------	---

Classification:	Grade 3 - Associate	Direct reports:	0
Work location	Addis Ababa, Ethiopia	Travel required:	More than 40% (as required to the regional states)

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. 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>To strengthen GAIN's policy and advocacy work in Ethiopia for advancing safe and nutritious diets and influence national policy processes around food and nutrition security.</p>
<p>Role and responsibility:</p> <p>Support Policy advocacy work for advancing healthy diets</p> <ul style="list-style-type: none"> • Support the greater effort to advance the safe and healthy diets for all, regularly contributing to the revision and modification of the policy and advocacy strategy to accommodate new learning and recent developments as advised by the Head of policy advocacy and project manager • Facilitate regular communication to exchange updates and information with relevant GAIN team members, to ensure a coordinated, strategic approach to work with government officials, the private sector, and other key stakeholders • Contribute to the development of policy briefs, factsheets and other documents which synthesize GAIN learnings, values, and priorities • Monitor, engage, and represent GAIN where appropriate, with key national policy for a (e.g SUN, SBN, MoH steering group, etc) • Facilitate dialogues and workshops engaging key stakeholders to inform policy decisions • Support engagement of key national stakeholders, to support the proper implementation of safe and nutritious diets policies in Ethiopia. Scope new stakeholder groups and organizations with great potential to partner with GAIN as advocates for safe and nutritious diets. • Contribute to the development of a detailed implementation plan for GAIN Ethiopia's programs, with a particular focus on the advocacy strategy and activities • As required needed, support the CASCADE project manager with business model development to improve the capacity and service delivery of key stakeholders for increased safe and nutritious diets. • Work closely with key stakeholders including Ministry of Agriculture, Ministry of health, Ministries of Industries and trade, regulatory agencies, and other government agencies on successful implementation of safe and nutritious diets for all. • Identify key data and learnings to be used for the GAIN website and Knowledge Leadership system

Program Administrative Assistance

- Provide administrative assistance to the Head of policy and Advocacy and help to ensure compliance with GAIN policies and procedures.
- Draft meeting agendas and prepare summary notes.
- Organize / manage logistics and assist with correspondence, including reports, contracts, and other administrative documents.
- Participate in the preparation, formatting, and coordination of donor reports and proposals, follow up monthly reports, manage timesheet records, organize meetings and workshops

Technical supervision, Monitoring and Evidence Generation

- Work with the Knowledge Leadership team, CASCADE Project Manager to develop a results and monitoring framework and tools to closely monitor project impact
- Develop materials for external communication, including reports, presentations, briefs, and articles in collaboration with communications team
- Provide support to research and evaluation activities in Ethiopia as needed

Key organisational relationships

- GAIN Ethiopia Country Director
- Reporting to the Program Manager, Policy and Advocacy
- CASCADE Project Manager -Ethiopia
- Policy and External Relations team
- Knowledge Leadership Team
- Programme Services Team

JOB REQUIREMENTS

Competencies

- Ability to review literature and documentation to turn complex technical and project reports into clear stories/coherent position papers
- Understanding of or ability to analyse food and nutrition security policy debates and contribute to drafting papers in line with GAIN's strategic priorities
- Knowledge of food and nutrition security, food systems, and wider development issues
- Presentation skills
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity
- Excellent writing and analytical skills
- Strong Advocacy and management skills
- Strong communication skills
- Highly flexible, with the ability to work effectively as part of a multicultural team

Experience

- Demonstrated experience in policy research and communication within an advocacy/action-oriented context, either within an NGO, or policy context
- Proven experience in private sector engagement and/ or partnerships experience
- Experience in developing policy reports (either as contributor or author)
- Demonstrated excellence in research, writing, and analytic ability
- Excellent ability to facilitate dialogues and liaise with different stakeholders
- Proven ability to work in a fast paced, results-oriented environment
- Proven ability to work effectively in a team environment and matrix structure is critical

Education

- Bachelors' or master's degree in public health and nutrition or a field relevant to food systems, with strong experience in this field or equivalent work experience

Other requirements

- Fluency in English
- Experience of nutrition and food systems a strong asset
- Experience in the countries in which GAIN focuses will be considered an asset

WHAT GAIN OFFERS

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