

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Associate - Better Dairy for All (BDFA)
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<b>Classification:</b>	Grade 3 – Associate	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Bahir Dar, Ethiopia	<b>Travel required:</b>	Up to 50% within Amhara region

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 mission 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, we aim to transform food systems, in particular, to make healthier food choices more desirable, more available, and more affordable.

Since our establishment, our vision for Ethiopia is to address the nutrition challenges, holistically, applying a systems' approach that links production, processing, packaging, transport, trade, markets, and consumption of safe and nutritious food. In support of this, GAIN Ethiopia seeks partnerships and builds strategic alliances with Government Institutions, businesses, development partners and donor organizations.

Better Dairy for All (BDFA) project is one of the projects that has been implemented in Ethiopia and it aims to improve the consumption of dairy products by pregnant mothers, lactating women, children under 7yrs, and low wage workers.

DESCRIPTION
<p><b>Overall purpose</b></p> <ul style="list-style-type: none"> <li>The Project Associate will provide deputy support to the BDFA Project Manager with a particular focus on the BDFA project implementation in at least 28 urban and rural woredas of Amhara region including in South Gondar, East Gojam, West Gojam and Awi zones.</li> <li>The Associate will be expected to directly implement specific project components as directed and delegated by the BDFA Project Managers, in addition to high-level coordination and administrative support.</li> </ul> <p>This position will be based in the Amhara region, in Bahir Dar city. 50% of the Project Associate's time will include travel within Amhara to the woredas.</p>

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### Tasks and responsibilities

#### Project Management and Implementation support

- Assist the coordination of the project implementation in Amhara region under the direction of BDFA project manager
- Support the development of detailed plan for the implementation of the project in Amhara in line with available resources.
- Conduct field visit regularly to ensure the project progress is on track and risk mitigation plan is up to date.
- Identify opportunities the project can leverage and work with the project manager for implementation.
- Report to the Project Manager whenever any change is required deviating from the original plan.
- In close consultation with the Project Manager and the project teams, be responsible for ensuring project documentation has been adequately prepared and recorded in a timely and accurate manner in compliance with GAIN standards.
- Support the BDFA PM in the overall reporting of the BDFA project progress in Amhara including for the government and donor submission as well as for the GAIN internal requirements.
- Work with the Junior Demand Creation Associate to monitor the intervention and deliverables of the Local Implementing Partner (LIP) and consultants in Amhara and provide timely monitoring reports.
- Support the Project Manager on facilitating any administrative activities in relation to the grant management of Local Implementing Partners (LIPs)
- Support the review and monitoring of consultancy assignments and participate in the project learning, monitoring, and evaluation studies.
- Execute and monitor the implementation of the dairy access agenda in the target woredas.

#### Stakeholder engagement/ mapping and resource management

- Assess the dairy landscape including access and consumption gaps in targeted woredas of Amhara region.
- Work closely with the GAIN team, private sectors, partners, and consultants to contribute to ideas for affordable, feasible and sustainable dairy accessing strategies.
- Assist the selection of SMEs and provide them with technical assistance in developing the expressions of interest for the technical and financial support
- Under the guidance of the Project Manager and in collaboration with the private sectors, government partners and implementing partners, ensure that the day-to-day dairy access interventions are linked with the demand creation and enabling environment agenda and that all activities across the three components are executed in a timely manner.
- Provide technical support through formal training, on job training and frequent supervision to the selected dairy processors and suppliers based on their identified gaps for quality and safe dairy supply.
- Participate and contribute to the government and non-government forums as needed.

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### Communication

- Support the development of appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities.

### Other

- Line manage and mentor the Junior Demand Creation Associate and support the development of their capacity.

### Key organisational relationships

- Reports to BDFA Project Manager
- Line manages the Junior Demand Creation Associate
- Work closely with the Workforce Nutrition Associate, Junior Demand Creation Associate, School Feeding Associate, and Senior Monitoring Associate
- Global Program Service Team including Demand Creation team
- GAIN Ethiopia support team including Communication, Finance and Admin/Procurement team.
- Other project managers and Specialists/Associates.
- GAIN funded Local Implementing Partners (LIPs) and key government partners contributing to the project.
- Key Strategic partners such as SNV, Yoba For Life, private dairy processors, dairy distributors etc.
- Interaction with service providers including consultants.

## JOB REQUIREMENTS

### Competencies

- Proven project management capabilities
- Excellent team player
- Strong people management skills
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Clear and systematic thinking that demonstrates good judgment, problem solving, and creativity
- Excellent project coordination, management, negotiation, and advocacy skills
- Flexible, with a willingness and ability to travel in challenging environments
- Excellent report-writing skills
- High level of professionalism and integrity
- Knowledge of the dairy value chain, food processing, food quality and food safety area
- Basic computer literacy with Excel, MS Word, Power Point skills and other software.

### Experience

- Demonstrable work experience in a project management and / or project coordination role in Ethiopia within the food systems, nutrition, agriculture, or public health space.

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- Sound experience in project implementation independently
- Experience with an international development organization is desirable
- Demonstrated success in working with various partners and service providers in time-bound projects
- Experience and understanding of in the dairy sector and private sector is mandatory
- Experience supporting with technical assistance to SMEs
- Experience with nutrition, food systems, public-private sector partnerships is an added advantage

### Education

- Bachelors' Degree in Agribusiness and Supply Chain, or Dairy Technology, Business Administration or Agricultural Economics or a suitable equivalent is desirable

### Other requirements

- Fluent in written and verbal English and Amharic
- A willingness and ability to travel to field

### WHAT GAIN OFFERS

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