

Global Alliance for Improved Nutrition

Job title:	Program Associate, Large Scale Food Fortification (LSFF)
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Classification:	Grade 3 - Associate	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	Field Visits 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>GAIN seeks to hire a Program Associate, for the Large-Scale Food Fortification (LSFF) program funded through the Bill and Melinda Gates Foundation. The project focuses on digitizing/automating various manual aspects of fortification processes in edible oil production and monitoring by government agencies to make data collection and information on fortification quality more efficient and accessible.</p> <p>The Program Associate, LSFF shall be responsible for ensuring quality implementation, management and successful delivery of projects under LSFF portfolio with a special focus on Fortification of Edible Oil and Salt in Bangladesh. With input and guidance from Project Managers, they will contribute to developing the performance of the program against KPIs with critical analysis of data, findings from the field, MIS and provide technical support to GAIN and program partners. They will also assist in developing concepts, proposals and explore new programmatic areas based on learning from the projects. They will be actively involved in QUAD for respective workstreams and provide updates on project implementation.</p> <p>The workstation will be mainly based in Dhaka with frequent travelling (> 30%) across the country.</p>
<p>Tasks and Responsibilities</p> <p>Overall, the Program Associate shall be responsible in driving the project implementation, quality monitoring and reporting of the Digitization of Fortification Quality and Strengthening Enabling Environment (DFQS) under Large Scale Food Fortification Program (LSFF) along with other responsibilities would necessitate:</p> <p><u>Role in Project Implementation and Coordination</u></p>

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- Support with progressing the agenda of edible oil fortification program in Bangladesh in close partnership with Ministry of Industries, refineries and their association, Ministry of Health and Family Welfare and other relevant stakeholders.
- Facilitating the establishment and effective functioning of standard and effective Monitoring Cell within BSTI.
- Supporting the Finance team during audit of the program and clarifying the work done to ensure timely and adequate disbursement of fund as per projection.
- Visiting fields as necessary to ensure that project progress is on track and assist in designing and implement risk mitigation plans if required.
- Assisting in developing a detailed implementation plan for digitization activities, and developing cooperation agreements with implementation partners, research & evaluation agencies, and other stakeholders.
- Assisting in preparing terms of reference (ToR) for implementation of various activities as per the approved plan and coordinate reviews with HQ.
- Preparing letters, reports, notes, and technical documentation as per the project activities and requirements.

Role in Partnership Management and Collaboration

- Working closely with strategic partners, alliance partners and other relevant organisations in the LSFF space on the successful implementation of the program, supporting with the implementation of day-to-day activities of the existing edible oil fortification project, especially FortifyMIS and salt fortification project.
- Coordinating and organising small to medium events and supporting the Portfolio Lead and Project Managers to organize National level events.
- Supporting the communication team by writing blogs, articles and other publications on GAIN's work as required.
- Supporting thorough landscaping of the data and stakeholders involved along the fortification value chain in Bangladesh.
- Assisting in the producers' regular coordination and collaboration for requirement analysis, specifications, development, and testing during the pilot implementation and in the scale-up of the project.
- Maintaining good working relationships and partnerships with stakeholders including government and refineries.

Technical Supervision, Monitoring and Evidence Generation

- Monitoring and reporting on bulk oil management and QA/QC documentation using standard monitoring tool in close collaboration with the Ministry of Industries and refineries.
- Ensuring monitoring tools are properly used, monitoring data are regularly collected and reported, reviewing lab results, tracking progress, making recommendations to the Portfolio Lead and Project Managers to ensure the quality implementation of the program.
- Supporting in drafting documentation of the activities including Monitoring Reports based on Key Performance Indicators (KPIs), Monthly Progress Report, Quarterly reports, annual reports, best practices, QA/QC and capacity building manual for mainstreaming of the best practices of the project.
- Supporting preparation and presentation of high-quality analysis and research, as required, to support the Initiative in determining future strategic priorities and setting operational plans.

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- Updating and uploading the required documents in PRISM and CLM including QUAD.

Key organizational relationships

- Reports to Project Manager, Food Fortification, LSFF
- Project Manager, Digitization, LSFF
- GAIN Country Director
- Working closely with Monitoring and Improvement, Finance and Legal teams.

JOB REQUIREMENTS

Competencies

- A dynamic individual with good interpersonal and communication skills in multicultural, multi-lingual environments.
- Ability to prioritize and work well independently under pressure to meet deadlines.
- Explicit and systematic thinking demonstrates good judgment, expert problem solving, and creativity.
- Negotiation and advocacy skills to facilitate the private companies to liaise effectively.
- Initiative-taking, solution-oriented and flexible, willing to travel in challenging environments.
- IT literacy with excellent MS Office skills
- Analytical, with the ability to effectively liaise with government offices, creative and research agencies.
- Proven ability to work effectively in a team environment and matrix structure

Experience

- Proven experience in supporting with developing projects in a multi-cultural environment in nutrition, food system and food fortification.
- Strong experience of working in the field of the development sector, food industries particularly edible oil refineries.
- Experience on project implementation and management, preferably promoting nutrition/for-profit business activities.
- Experience of using data analysis software, tracking indicators, developing and/or strengthening MIS and quality reporting.
- Experience in delivering integrated nutrition programmes in the food system is an asset.
- Experience in providing supportive supervision and programme monitoring at the field level.
- Experience in working in food fortification, food industries, development, and the private sector will be added advantage.

Education

- Bachelors' in Business Administration, Food Engineering, Computer Engineering/Computer Science/Information and Communication Technology/Management in Information System or equivalent in a relevant field or equivalent work experience.

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Other requirements

- Experience on graphic design, data analysis and SPSS are desirable.
- Excellent command of written and spoken English and Bangla.
- Willingness to travel to field sites frequently.

WHAT GAIN OFFERS

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