

Global Alliance for Improved Nutrition

_Job title:	Junior Associate, Food Systems Dashboard
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Classification:	Grade 2	Direct reports:	0
Work location	Delhi, India / Nairobi, Kenya / Maputo, Mozambique	Travel required:	0

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>The Knowledge Leadership (KL) team provides support across all programmatic areas within GAIN, working with programme teams to bring nutrition and related expertise into programme design and delivery and leading on the development and use of learning agendas to inform programme progress and impact. The KL team supports the implementation and dissemination of research, evaluation and learning activities in support of the country and global programme teams.</p> <p>The KL team leads the Food Systems Dashboard (FSD) program, developed by GAIN and Johns Hopkins University in collaboration with multiple partners. The FSD is an online tool that combines data from public and private sources intended for policymakers, non-governmental organisations, businesses, civil society leaders, and other actors to enable timely visualisation of national food systems, understand the interconnections across multiple sectors, perform comparisons with other countries, identify key challenges, and prioritise actions. The Dashboard houses over 200 food systems indicators from 35 sources covering more than 230 countries and territories. It will enable stakeholders to compare their food systems with those of other countries and will provide guidance on potential priority actions to improve food systems' impacts on diets and nutrition.</p> <p>The Junior Associate, Food Systems Dashboard will support the coordination of project team members to achieve project objectives and they will facilitate communication and assist with administrative duties. They will support and report to the Food Systems Dashboard Coordinator in order to advance GAIN's efforts to increase the accessibility and uptake of the Food Systems Dashboard at global and national levels. This position will also support the KL team to strengthen performance measurement and reporting efforts.</p>

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Tasks and responsibilities

Administration and Meeting and Events Coordination

- Provide financial administration in areas such as securing approvals, monitoring expenditure and procurement process including participation in panels, raising of purchase orders and processing related to payments for procurement of goods and services
- Provide general programme coordination and administration including filing, database maintenance, preparing documents and correspondence
- Support with organising meetings and calls; arrange communications and where necessary takes minutes of the meetings
- Support project logistics and organization of field trips/general travel, events, meetings/workshops and trainings that are linked to advocacy and awareness raising activities
- Support the Food Systems Dashboard Coordinator with the collation of communications activities and materials. Respond to information & communication requests internally
- Ensuring compliance with the GAIN administrative policies and procedures
- Any other duties on an ad hoc basis as requested by the Food Systems Dashboard Coordinator

Project Management Support

- Support small scale Dashboard project management activities such as ensuring activities are executed within agreed timeline, following up with country teams on documents that need to be updated where needed
- Support with the capture of program lessons learned
- Support the project teams by ensuring documents are adequately prepared for timely approval.

Data Collection and Monitoring Support

- Support on the collection of data for institutional performance reporting, and the administrative preparation of presentations
- Support the development of monitoring tools
- Support the collection and utilization of project monitoring data

Key organisational relationships

- Reports to Food Systems Dashboard Coordinator
- The position is part of the KL Team
- Works closely with the country and global programme teams at GAIN

JOB REQUIREMENTS

Competencies

- Knowledge of data analysis, monitoring and evaluation (desirable)
- Accurate, reliable and proactive general programme-project coordination and administrative skills
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Ability to work independently
- Excellent communication (written and verbal), writing and presentation skills in multicultural and multilingual environments
- Excellent organization and attention to detail
- Good analytical skills
- Strong interpersonal skills and ability to work alone and in a team setting

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<ul style="list-style-type: none"> • Demonstrated ability to work in multi-cultural environment • IT literate, with excellent MS Office skills, experience with data analysis software such as Stata is a plus
<p>Experience</p> <ul style="list-style-type: none"> • Financial and project administrative experience • Experience working with a diversity of team members and/or stakeholders • An understanding of food systems and/or nutrition is desirable • Experience in Salesforce desired
<p>Education</p> <ul style="list-style-type: none"> • Bachelors' degree in relevant area, e.g. international relations, public health, development studies, nutrition, agriculture or other relevant field or equivalent work experience
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluency in written and spoken English required • Experience of/ or demonstrated interest in international development/nutrition welcomed

<p>WHAT GAIN OFFERS</p>
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities