

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	Policy and Advocacy Associate – CASCADE
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<b>Classification:</b>	Grade 3 - Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Maputo, Mozambique	<b>Travel required:</b>	Up to 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. 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><b>Overall purpose</b></p> <p>The (Catalyzing Strengthened Policy Action for Healthy Diets and Resilience) CASCADE programme goal is to improve food security and contribute to the reduction of malnutrition of at least 5 million women of reproductive age and children under 5 in Mozambique.</p> <p>The programme has two strategic objectives: it aims to increase access to and consumption of healthy diets, as well as increasing the resilience of households to economic and climate change-related shocks with a focus on women of reproductive age and children. The programme will galvanise government, business, and communities around 5 Intermediate Outcomes (IO): Policy changes and accountability; Re-engineering markets and mobilising private sector; Transforming cultural norms and practices; Taking a gender transformative approach; and Systematizing data and learning for policy.</p> <p>GAIN is seeking a Policy and Advocacy Associate to support the implementation of specific project activities including capacity building, partnerships management and reporting.</p> <ul style="list-style-type: none"> <li>• The Policy and Advocacy Associate will support GAIN Mozambique's CASCADE Project with implementation of its country and local work in the province of Nampula.</li> <li>• The Associate will provide direct support to the CASCADE Project Manager based in Nacala and assist the External Engagement Manager overseeing CASCADE Mozambique as well as the Country Senior Policy Advisor– both based in Maputo, in ensuring that the overall interventions led by GAIN and by its consortium partner</li> </ul>

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(CARE) and different program partners are well implemented so that overall project milestones and goals are met.

- The Policy and Advocacy Associate will be expected to provide the necessary support to the project as required and as assigned by the Project Manager.

### Tasks and Responsibilities

- Supporting in program advocacy activities and interventions with reference to GAIN'S implementation of Intermediate Outcomes 1, 2 and 5.
- The above referred support to program's advocacy activities and interventions includes assistance to the project's day-to-day operations and to the Project Manager in the administration, operations, logistics, communication, research and reporting activities, thus helping on the overall delivery of the program's global project outputs.
- Provide support to Project Manager with the planning and scheduling of project timelines and track project deliverables, using appropriate GAIN project management tools and support to provide regular updates on the project progress.
- The associate will also provide overall administrative project support, which includes organizing project activities, meetings, communications, supporting financial management and maintaining project documentation.
- Provide technical, logistical, and administrative support towards planning of local events and activities, liaising with other GAIN departments and programs, GAIN partners and other organizations.
- Provide technical support for document and literature reviews, desk research and in the development of briefs and other materials for the program's interventions and disseminations.
- Provide support in planning and conducting field activities and consultation meetings at district and province levels with the relevant stakeholders.
- Support the Project Manager in stakeholder engagement and in establishing and managing relationships with partners, third parties/vendors/ and consultants.
- Where appropriate, attend and engage in representing GAIN in key local-level and province-level CASCADE fora and meetings.
- Support the program to synthesize and disseminate knowledge and evidence from CASCADE that can help drive the agenda for nutritious safe food in Mozambique.
- Liaise widely with GAIN colleagues to assist in the development of key messaging and strategies for furthering the mission and communicating the vision of GAIN Mozambique.
- Support the Project Manager in the responsibilities concerning program's strategy related work as needed for specific geographies – track decision roadmap, develop relevant interpretations for decision making, provide information whenever decision points are reached in the strategy period, conduct landscape analysis, etc.
- Support in the preparation of briefs, memos, high profile slide decks, and engage in other content development support (inputs/notes requested by government partners/stakeholders, developing first drafts of Opinion Editorials, writing country memos and country briefs, publication drafts etc.).

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- Support and facilitate translation of program documents as well as compiling data, data analysis & synthesize findings for reports, briefs, and for engagement with government and other stakeholders.
- Meet urgent data requests that require searching several databases/data sources and reports.
- Support the planning and preparation of high-level meetings, events, and trips; prepare reports and follow-up.
- Support the Project Manager in maintaining a local reference document repository.
- Support and assist the External Engagement Manager overseeing CASCADE Mozambique as well as the Country Senior Policy Advisor – both based in Maputo, in ensuring adequate coordination and communication with Nacala office and support them in duties assigned/deemed necessary so that the CASCADE interventions led by GAIN and by its consortium partner and different program partners are well implemented to meet project milestones and goals.
- Other additional tasks to support the work of the CASCADE Mozambique Program as required.

### Key Organizational Relationships

- Project Manager, CASCADE
- External Engagement Manager
- Global Program Manager, CASCADE
- Mozambique SBN Coordinator
- Senior Policy Advisor /Manager Policy Program

## JOB REQUIREMENTS

### Competencies

- Good written, interpersonal, and oral presentation skills in English and Portuguese.
- Knowledge of program advocacy, public policy development and planning work within a government setting that involves community and public-private engagement.
- Ability to work collaboratively with a range of different stakeholders from business, farmers, civil society, academia, consumers, etc.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Highly motivated individual with the ability to take the initiative.
- Willingness and ability to work in a multi-cultural, high pressure, results-driven environment.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.
- Ability to conduct desk research, literature and data reviews, and other research analysis to synthesize findings and present meaningful reports from them.
- Ability to present complex information to non-technical audiences.

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- Ability to work within tight time schedules.
- Ability to prioritize, multi-task, work independently, and work well under pressure with frequent deadlines.

### Experience

- Experience working with government agencies.
- Experience in public policies and nutrition policy formulation and implementation.
- Understanding/experience/technical knowledge of health systems.
- Strong technical knowledge of public health and nutrition, including micronutrient deficiency control.
- Proven experience working in an environment requiring collaboration and liaising with government stakeholders, relevant industries, and international organizations.
- Experience supporting social safety nets and focused program.
- Experience developing advocacy briefs.
- Experience in technical policy formulation, social safety net and women empowerment are desirable.
- Experience working with different range of stakeholders from communities, business, civil society, government at central and local levels.
- Experienced in report writing and the ability to analyze and make recommendations for the improvement of technical reports.
- Experience working in a public/private partnership environment highly desirable.
- Experience organizing meetings with public officials highly desirable.
- Familiarity with food systems, including food industry, nutrition, and public health issues highly desirable.
- Familiarity with national-level governance systems and policies.

### Education

- Professional university degree in relevant area e.g., public health or nutrition, business or public administration, public policy or related field or equivalent combination of stakeholder engagement and project management work experience.
- Diploma or equivalent certification in project management or business administration is highly desirable.
- A University level degree in a relevant field such as, statistics, nutrition, public health, business management, a progressive experience in similar role.
- A master's degree in the above field of studies will be an added advantage.
- Experience supporting an advocacy campaign related to development, health, nutrition, or other public interest issues.

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### Other Requirements

- Experience in an international NGO.
- Experience in stimulating, managing, or influencing private sector stakeholders.
- Fluent written and verbal English.
- Must be willing and able to travel in challenging environments.

### WHAT GAIN OFFERS

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