

<b>Job title:</b>	Junior Associate, SNIPS
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<b>Classification:</b>	E2 – Junior Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Abuja, Nigeria	<b>Travel required:</b>	20%

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><b>Overall purpose</b></p> <p>The GAIN Strengthening Nutrition in Priority Staples (SNiPS) project proposes a set of nutrition-sensitive interventions to support the BMZ/GIZ Green Innovation Centre (GIC) in Nigeria to strengthen businesses and the value chains of cassava, maize, orange-fleshed sweet potato, and rice through targeted business support activities, workforce nutrition interventions and increased production and use of biofortified crops. GAIN proposes to deliver an integrated suite of activities to support the GIC in Nigeria to strengthen their priority value chains and improve food and nutrition security through improved diets for farmers, farm workers, other workers in businesses in these value chains, and among the wider population in Nigeria.</p> <p>GAIN is seeking a Junior Associate in Nigeria for this exciting new engagement. The Junior Associate will support the implementation of specific project activities in their assigned states (Benue, Nasarawa, Kaduna and Oyo) based on approved work plans. In addition, s/he will support project reporting and provide the administrative cover necessary to ensure timely implementation and achievement of key project outputs. This position will report directly to the Project Manager, Workforce Nutrition and other Project Managers under the project.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the implementation of the SNiPS Workforce Nutrition Project by fostering strong collaboration with implementing agencies.</li> <li>• Support field visits to ensure that project progress is on track.</li> <li>• Under the direction of the Project Manager, support the implementation of project components with other project leads from GAIN and GIZ Nigeria, to ensure activities are executed within expected time frame.</li> <li>• Support to create and deliver project reports, analyze data from project implementation.</li> <li>• Work under the supervision of the project Manager to ensure increased production and consumption of biofortified varieties of the selected staples and promote dietary diversification among the target participants.</li> <li>• Support timely flow of project-related information between project partners, and the Project Manager as is relevant to successful project implementation and the good standing of GAIN's brand and Country Office.</li> <li>• Perform other relevant tasks as assigned by the Project Manager.</li> </ul> <p><b>Administrative support</b></p> <ul style="list-style-type: none"> <li>• Support the establishment and maintenance of a range of basic databases and filing system for the Workforce Nutrition Project.</li> <li>• Support the Workforce Nutrition team with travel logistics arrangements.</li> <li>• Support minutes taking for meetings, seminars, technical sessions, and conferences.</li> <li>• Work closely with GAIN Nigeria operations team in raising of Purchase Orders and processing related to payments for procurement of goods and services.</li> </ul>

- Develop and manage attendance and payment sheets for meetings or gatherings pertaining to the SNIPS Workforce Nutrition project.

#### **Key organizational relationships**

- Reports to the Project Manager
- Regular engagement with key actors along the value chain
- Work closely with GAIN Nigeria country Team
- Regularly liaise with GAIN colleagues in HQ, in other project countries, and with the global project management team

### **JOB REQUIREMENTS**

#### **Competencies**

- Proven knowledge of Agricultural and or food value chain in Nigeria
- Experience of and skills in project management
- Experience of stakeholder management
- Negotiation skills with the ability to support the management of contractors and vendors to deliver high quality results
- Highly organized and detailed-oriented
- Strong communication skills in multicultural, multi-lingual environment
- Proven ability to generate and deliver reports that provide useful insight into project details
- Flexible, goal oriented and willingness to travel in challenging environments
- Strong communication and advocacy skills
- Able to demonstrate good judgment, problem solving, and creativity.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills

#### **Experience**

- Demonstrated professional experience directly, or indirectly, related to implementation of nutrition programs, market-based agricultural and nutrition programs and projects

#### **Education**

- University level degree in a relevant field such as, Human Nutrition, Nutrition Science, Public health, Community Nutrition, food technology, agribusiness, development studies, economics, agricultural development, Agricultural Economics, or another relevant technical field or work experience.
- A master's degree in any of the above field with two years' experience will be an added advantage

#### **Other requirements**

- Experience in stimulating demand for food and agricultural commodities through social or commercial marketing methods.
- Experience working in nutrition projects.
- Experience working in an international NGO

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