

Global Alliance for Improved Nutrition

Job title:	Digitalization Program Associate - Large-Scale Food Fortification (LSFF)		
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 Digitalization Program Associate for the Large-Scale Food Fortification (LSFF) program funded through the Bill and Melinda Gates Foundation.</p> <p>The project focuses on digitizing/automating various manual aspects of fortification processes in edible oil production in close collaboration with government agencies in order to monitor and make data collection and information on fortification quality more efficient and accessible. The Digitalization team will work closely with a Consortium of partners, led by GAIN, to achieve this goal.</p> <p>Digitalization Program Associate will work closely with the Project Manager, Digitalization and will support with the day-to-day quality implementation monitoring and reporting of the Digital Quality Assurance / Quality Control (DQAQC) system activities and projects under the LSFF portfolio with a special focus on Fortification of Edible Oil in Bangladesh.</p> <p>With input and guidance from Project Managers, s/he will contribute in achieving 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. S/he will be actively involved in QUAD (quarterly performance evaluation) for respective workstreams and provide updates on project implementation. To learn more about the Digital QAQC systems for food fortification project, please visit: https://www.gainhealth.org/digital-qaqc-systems-food-fortification-project</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 Digitalization Program Associate shall be responsible for contributing to 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 digitization agenda of the edible oil fortification program in Bangladesh in close partnership with the Ministry of Industries, oil refineries, and other relevant stakeholders.
- Support the Project Manager, LSFF Digitalization, with the coordination of a detailed implementation plan for the Digital Quality Assurance / Quality Control (DQAQC) system implementation activities.
- Assist in the project implementation activities of the DQAQC system and develop requirement analysis documents for the producers, regulatory agencies, and other stakeholders.
- Supporting the Finance team during the financial reporting, audit of the program and clarifying the work done to ensure timely and adequate disbursement of funds as per projection.
- Visiting fields as and when necessary to ensure that project progress is on track and assist in designing and implementing risk mitigation plans if required.
- Support with the preparation of letters, reports, notes, terms of reference (ToR), and technical documentation as per the project activities and requirements.
- Collaborate and coordinate with the project team regularly and effectively to ensure the proper integration of the FortifyMIS system (Bangladesh Standards and Testing Institution (BSTI) MIS system monitoring and inspection) with the DQAQC system.

Role in Partnership Management and Collaboration

- Working closely with strategic partners, alliance partners and other relevant organizations in the LSFF space on the successful implementation of the project.
- Coordinating and organizing small to medium events and supporting the Portfolio Lead and Project Managers to organize National level events.
- Assist in the regular coordination and collaboration of BSTI and MoInd personnel for requirement analysis, specifications, development, and testing of the DQAQC system during the pilot implementation and in the scale-up of the project.
- Maintaining good working relationships and partnerships with stakeholders including government and refineries.
- Assist the project manager in regular communication between the DQAQC Project Consortium teams, stakeholders in the refinery associations and regulatory agencies in the country.

Technical Supervision, Monitoring and Evidence Generation

- Support with the monitoring and reporting on DQAQC system implementation progress using standard monitoring tools in close collaboration with the Ministry of Industries and refineries.
- Facilitate the DQAQC project team members to gather the full knowledge, information, and expertise of FortifyMIS and provide hands-on assistance to them to use and manage the system.
- Supporting in drafting documentation of the activities including: Monitoring Reports based on Key Performance Indicators (KPIs), Monthly Progress Reports, Quarterly reports, annual reports, best practices, QA/QC and the capacity building manual for mainstreaming the best practices of the project.
- Assist the project manager to support the consortium in carrying out the assessment and implementation for pilot and scale-up at the production level on IT and digitalization in alignment with their existing environment.
- Updating and uploading the required documents in PRISM and CLM including QUAD.

Key organizational relationships

- Reports to Project Manager, Digitalization - LSFF
- Portfolio Lead, LSFF and Value Chain
- Working closely with Project Manager, LSFF, Finance and Legal teams.

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Proficient in using modern technology and analysis with the ability to effectively liaise and facilitate with government offices, and other agencies. • 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 demonstrate 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 • Proactive with a commitment to quality and accuracy with close attention to detail. • 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 Understanding of quantitative and qualitative research and analysis preferred
<p>Experience</p> <ul style="list-style-type: none"> • Proven background and experience in project implementation and management, specifically supporting with Management Information Systems (MIS), digitalization and IT / technology for development projects. • Demonstrable experience of working within M&E frameworks using data analysis software, tracking indicators, developing and/or strengthening MIS and quality reporting. • Proven experience in end-to-end business and IT systems requirements analysis • Experience working in the field of the international development sector and food industries, preferably with the private sector or other relevant industries • Experience in, software development, data analysis, using different project management tools and systems is desirable. • Experience working with multi-stakeholders such as (vendors, clients, end users, donors) • Experience working with government offices, creative and research agencies is preferable.
<p>Education</p> <ul style="list-style-type: none"> • Bachelors in Science/Honors and/or above in Computer Engineering/Computer Science/Information, Communication and Technology (ICT)/Management in Information System (MIS), Business Administration or equivalent in a relevant field.
<p>Other requirements</p> <ul style="list-style-type: none"> • Excellent command of written and spoken English and Bangla. • Willingness to travel to field sites frequently.

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WHAT GAIN OFFERS

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