

## Global Alliance for Improved Nutrition

<b>Job title:</b>	CASCADE Programme Associate		
<b>Classification:</b>	Grade 3	<b>Direct reports:</b>	0
<b>Work location</b>	Addis Ababa, Nairobi, Abuja or Maputo	<b>Travel required:</b>	Less than 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. 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.

GAIN in consortium with CARE implements the Catalyzing Policy Action for Healthy Diets and resilience (CASCADE) programme, to improve food security and contribute to the reduction of malnutrition of at least 5 million women of reproductive age and children in Benin, Nigeria, Uganda, Kenya, Ethiopia, and Mozambique.

CASCADE programme has two strategic objectives: 1: To increase access to and consumption of healthy diets among household members in the six programme countries, particularly women of reproductive age and children. Strategic objective 2: To increase resilience to price and climate change-related shocks and stresses of household members in the six programme countries, particularly women of reproductive age and children. CASCADE programme will operate in six countries until December 2026

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The CASCADE programme Associate will support the Programme Lead in keeping track (documenting and analyzing) of countries project statuses, challenges, opportunities, stories to support the quality and timely delivery of projects across the countries. The role will provide operational, administrative, and coordination support to the GAIN CASCADE programme.</p> <p>The programme associate will report to the GAIN CASCADE programme lead and work closely with the CASCADE Project Management Unit (PMU) (GAIN and CARE), GAIN country project teams, monitoring and evaluation (M&amp;E) and Knowledge Leadership teams, Policy and Advocacy leads, Development Office (DO) and relevant CARE counterpart</p>

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### Tasks and responsibilities

#### Program coordination and administration:

- Provide support to planning, implementation, monitoring and reporting processes of CASCADE projects.
- Support the relevant team members in the preparation, updating and filing of project documents including PRISM and progress reporting (led by DO).
- Support the quality and timely delivery of countries projects by ensuring project managers are well informed of processes, deadlines and requirements and connected with relevant resources from elsewhere in GAIN.
- Contribute to the tracking of CASCADE project workplan activities on an ongoing basis and escalate any issues and challenges to Programme Lead to ensure resolution.
- Support work to coordinate and synergize efforts of GAIN and CARE across countries, and between GAIN and CARE within countries as needed.
- Contribute to the development of CASCADE team capacity building and retreat agendas, including planning and organization, and supporting cross-programme and cross-country learning.
- Develop and manage a team travel and milestone calendar.
- Support project logistics and organization of field trips/general travel, team meetings/workshops/calls, and trainings – virtually and in person.
- Provide administrative assistance to Programme Lead, including travel arrangements.
- Assist new CASCADE team members in overall onboarding.
- Support in aligning CASCADE project activities with other projects (including other Dutch funding) across countries.

#### Internal and consortium communications

- Assist in drafting internal communications, and ensuring good communication within programme team across countries
- Coordinate for timely reporting, PRISM updates and review meetings with country project teams and Programme Lead.
- Updates to GAIN and CARE team members about new team members and other important information.
- Respond to the information needs of other GAIN teams.
- Manage the team SharePoint page

#### Relationship management

- Support coordination between country teams, technical teams and professional services to contribute to the effective management and delivery of the CASCADE programme.
- Work closely with CARE team.

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- Contribute to a culture of mutual accountable partnership with other teams within GAIN and CARE that supports CASCADE programme implementation.

### Key organizational relationships

- Reports to CASCADE Programme Lead
- Support Development Office Senior Associate (reporting); Monitoring and Evaluation/Research leads (Global and in country); Advocacy leads (Global and In Country); In-country Project Managers; Finance Leads (global and in-country)
- Works closely with GAIN and CARE global, as well as the wider country teams.
- Will liaise regularly with all teams at GAIN and CARE

## JOB REQUIREMENTS

### Competencies

- Strong project operations management, administrative, networking and communication skills
- Highly motivated with the ability to work independently and able to deliver high quality work and achieve milestones within tight deadlines.
- Flexible and well organized, quick to learn
- Good team player, able to work effectively as part of a multicultural, distributed team
- Strong written and verbal communication and presentation skills, including a proven ability to communicate diverse and disparate information and messaging in simple and concise formats.
- Advanced Microsoft Word, Excel and Powerpoint skills with proven experience

### Job-specific competencies

- Able to deliver a professional administrative support service maintaining office records and files and gathering and managing information.
- Familiarity with working in an international context across multiple countries
- Excellent knowledge and experience of Microsoft packages
- Competent in the use of Excel spreadsheets to record and track financial data.
- Ability to work with complex databases

### Education

- Bachelor's degree in business administration, international relations, communication or another related field.

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### Other requirements

- Business English, written and verbal is essential.
- Business French, written and verbal will be preferable.
- Willingness and ability to travel within and outside of the country.

### WHAT GAIN OFFERS

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