

The Global Alliance for Improved Nutrition

Job title:	Policy and Advocacy Associate
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Classification:	Grade 3	Direct reports:	0
Work location	Abuja, Nigeria.	Travel required:	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>To strengthen GAIN's policy and advocacy work and its ability to engage with and influence global and national policy priorities and processes around food and nutrition security.</p>
<p>Tasks and Responsibilities</p> <ul style="list-style-type: none"> ▪ Contribute to drafting reports, policy papers and briefs, factsheets and other documents which synthesize GAIN learnings, values and priorities. ▪ Support with 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). ▪ Facilitate translation of policy decisions into tasks and projects and support their effective and timely implementation. ▪ Compile data, conduct data analysis & synthesize findings for reports, briefs, and for engagement with government and other stakeholders. ▪ Conduct desk research, literature reviews, and other research analysis. ▪ Provide technical, logistical, and administrative support towards planning of high-level meetings, activities, events, and trips; prepare reports and follow-up, liaising with other GAIN departments and programs, GAIN partners and other organizations. ▪ Provide support to Head of Policy and Advocacy 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.

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- Provide support in planning and conducting field activities and consultation meetings at states and federal levels with the relevant stakeholders.
- Support the Head of Policy and Advocacy in stakeholder engagement and in establishing and managing relationships with partners, third parties/vendors/ and consultants.
- Support the Head of Policy and Advocacy in maintaining a local reference document repository.
- Any additional responsibilities mutually agreed with the Head of Policy and Advocacy.

Key Organizational Relationships

- Reporting to Head of Policy and Advocacy
- GAIN Nigeria country team and GAIN HQ
- Government, project partners and other key external stakeholders

JOB REQUIREMENTS

Competencies

- Ability to conduct desk research, literature reviews, and other research analysis and synthesize findings into clear stories/position papers.
- Understanding of or ability to analyze food and nutrition security policy debates and draft papers in line with GAIN's strategic priorities.
- Knowledge of food and nutrition security, food systems, and wider development issues
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Excellent writing and analytical skills
- Strong communication and presentation Skills.
- Excellent ability to liaise with and manage different stakeholders.
- Some project management skills would be an asset

Experience

- Experience in policy research and communication within an advocacy/action-oriented context, either within an NGO, government or policy context.
- Understanding/experience/technical knowledge of health and food systems.
- Experience developing policy reports and advocacy briefs.
- Proven ability to work in a fast paced, results-oriented environment.
Proven ability to work effectively in a team environment and matrix structure.

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Education

- A University level degree in a relevant field such as, nutrition, international development, public health, business management
- A master's degree in the above field of studies will be an added advantage.

Other Requirements

- A progressive experience in a similar role within the nutrition and food systems is a strong asset.

WHAT GAIN OFFERS

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