

Global Alliance for Improved Nutrition

Job title:	Project Associate, Business Recovery Fund		
Classification:	D3	Direct reports:	0
Work location	Beira, Mozambique	Travel required:	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>Overall purpose</p> <p>Reporting to the Project Manager, the Project Associate will provide administrative and technical skills to support the Business Recovery Fund (BRF) project. S/he will proactively support the Project Manager in coordination, management and implementation of the project.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Provide assistance to the project manager by monitoring the project progress against project workplan and budget. • Collect, document, collate and analyse project data for monitoring and management information purposes. • Responsible for maintaining crucial project documents which track project progress. • Under the supervision of the Project Manager, establish and maintain excellent working relations with the concerned government departments in the districts of intervention. • Identify any potential issues or risks that could affect the progression of the project. Work with the Project Manager to identify potential solutions. • Conduct regular monitoring of the activities conducted under the project by partners follow up with partners and prepare timely monitoring reports with findings and recommendations. • Provide support for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements. • Preparation of monthly updates and organizing time bound meetings with project stakeholders. • Plan, coordinate and organize time-bound project site visits. • Providing support to the project manager in organising key events planned under the project. • Draft and write meeting minutes. • Comply with and implement according to GAIN's various policies, e.g. gender, diversity, environmental and safeguarding etc.
<p>Key organisational relationships</p> <ul style="list-style-type: none"> • Reports to the Project Manager, Business Recovery Fund. • Close collaboration with the other project teams in the CPSP portfolio and staff in the Mozambique office. • Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams. • Government, Donors, NGOs, Private Sector, Academia and others

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications. • Ability to work effectively as a team member and independently. • Good communication skills • High level of professionalism and integrity • Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity. • Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience in international development, including experience in a project associate/assistant role with an existing network in Mozambique. • Proven experience in supporting projects that have been delivered on time / on budget, using project management processes and tools. • Strong understanding of Mozambique's public health sector required. • Experience of delivering integrated health and/or nutrition programming highly desirable. • Experience working in a public/private partnership environment desirable. • Private Sector experience desirable
<p>Education</p> <ul style="list-style-type: none"> • A Bachelor's Degree in nutrition, food science, health, international development, economics, business administration, social sciences or a suitable equivalent is required. • Diploma or equivalent certification in project management or business administration is highly desirable.
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluent written and verbal English • Local language proficiency desirable. • Must be willing and able to travel.
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities

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