

Global Alliance for Improved Nutrition

Job Title:	Programme Associate, Workplace Nutrition		
Classification:	Associate- D3	Direct Reports:	Portfolio Lead, MIYCN Targeted Programme
Work Location	Dhaka	Travel Required:	Up to 40%

The Global Alliance for Improved Nutrition (GAIN), a non-profit organization, driven by the vision of a world without malnutrition. GAIN was launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Its purpose is to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially those most vulnerable to malnutrition. GAIN is a global, Swiss-based foundation that mobilizes public-private partnerships and provides financial and technical supports to deliver nutritious foods. Working with partners, GAIN aims at making healthier food choices more affordable, more available, and more desirable. In Bangladesh, GAIN has been rolling out various programme targeting to improve nutrition status of the people particularly vulnerable to malnutrition through increasing consumption of safe and nutritious foods. In Bangladesh, GAIN has been rolling out a programme in RMG sector with a view to increase consumption of safe and nutritious foods for the female workers in collaboration with the government and RMG factories & their associations for a sustained investment in nutrition.

Position Summary

The Programme Associate for Workplace Nutrition will be responsible to provide technical support to ensure effective and quality implementation of the project activities. S/he will directly work with executive agencies, creative media, government & policy institutions and relevant strategic partners who have similar activities for RMG workers. S/he will contribute in developing project implementation plan (PIP), review its progress against key performance indicators (KPI) and targets. S/he will regularly work with MIYCN team, Knowledge Leadership and Finance team for ensuring necessary supports. S/he will be actively involved in QUAD process for ensuring quality project operation. The Position will report to the Portfolio Lead/Manager and work as a member of GAIN Bangladesh Team.

Description
<p>Overall Purpose: Responsible in driving the implementation of project interventions and activities under guidance from the workstream and country team for effective coordination, management and partnership development with stakeholders. S/he will ensure that the interventions are coordinated and so that overall project milestones and goals are met.</p> <p>Coordinate with RMG factories and their associations (BGMEA, BKMEA), and Ministry of Labour & Employment (MoLE), Ministry of Commerce (MoC) and other government and non-government stakeholders to create enabling working environment for quality delivery and overcome challenges.</p> <p>Working with the other strategic partners, civil societies, private sectors to facilitate a supportive stakeholder in parallel to implementation.</p>

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Contributes to development of a knowledge base on GAIN's workplace nutrition initiative including gathering of national and regional trends in nutrition.

Tasks and Responsibilities:

Overall, the "Associate" shall be responsible for the overall implementation, quality monitoring and reporting of the Workplace Nutrition interventions.

- Provide leadership and develop a detailed implementation plan with clear roles and responsibilities of executive agencies, creative agencies, research & evaluation agencies and other stakeholders.
- Develop project brief and other technical materials for partner staffs as well as factory management personnels on safe food and nutrition
- Support in development of relevant Social and Behaviour Change Communication messages and materials in consultation with partners, factories and relevant experts.
- Policy advocacy and building relationship with government ministries, International Labour Organization (ILO), Bangladesh Garment Manufacturers and Exporters Association (BGMEA) and Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA) to create enabling environment to get buy in as well as to include nutrition as one of the priorities in different policies and guidelines.
- Organise roundtable/workshop to share learnings, opportunities of investment by the RMG champions.
- Provide guidance to the factories offer continuous support mechanism for the improved meal interventions to increase the consumption of safe and healthy diets at the workplace.
- Facilitate factory owners and management to invest in nutrition and build the case for it as a sustainable investment for businesses.
- Work with strategic and alliance partners in the garment factory workspace for joint advocacy, coordination, research and to share learnings.
- Encourage factory owners to share their impressions and benefits of the programs and serve as nutrition champions to make other factories aware of the real and perceived benefits.
- Explore in-country and global level buyers as influencing mechanisms to stimulate investment in nutrition.
- In collaboration with GAIN KL Team, develop and ensure quality implementation of a detailed Monitoring Framework and monthly reporting system.
- Engaging with and build strong and effective partnerships with key stakeholders at all levels, from national to workers level.
- Responsible for documenting experiences, preparing reports, presentations, briefs and articles for wider dissemination and publication.

Key Organizational Relationships

- QUAD on Garment
- Workplace nutrition workstream
- Head of Partnership, Programme and Business
- Knowledge Leadership team
- Finance team

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Job Requirements
<p>Competences (Skills and Attributes)</p> <ul style="list-style-type: none"> - Strong project management Skills - Strong analytical and technical abilities particularly on safe and nutritious food system - A dynamic individual with excellent interpersonal and communications skills. - Ability to work independently and meet deadlines. Proactive with a commitment to quality and accuracy with close attention to detail. - Analytical, with the ability to effectively liaise with creative and research agencies and government offices. - Ability to work in a multi-cultural, cross functional team with a flexible and adaptable approach to work. - Negotiation and advocacy skills - Ability to use prioritize, multi-task, and work well under pressure to meet deadlines. - Ability to operate within the corporate and public sectors to effectively liaise with private companies, development agencies, and governments in multiple cultures. - Self-motivated and solution oriented - Strong communication skills in multicultural, multi-lingual environments. - Flexible, willingness to travel in challenging environments. - IT literate with excellent MS Office skills. - Willingness to travel to field (intervention sites) frequently
<p>Experience:</p> <ul style="list-style-type: none"> - 5 years experience developing and working in projects in a multi-cultural environment in the private sector, nutrition and food system, government or international organizations. - Strong experience in RMG sector project implementation preferably for promoting food diversification, SBCC and/or nutrition activities. - Experiences in workplace public health and nutrition programme implementation is essential. - Experience in delivering integrated nutrition programme in food system is an asset. - Proven ability to work effectively in a team environment and matrix structure is critical. - Fluency in spoken and written English is essential. - Experience in providing supportive supervision and programme monitoring at field level - Experience in analysis of data and quality reporting - Effective communication skills and ability to work effectively in challenging field situations is essential
<p>Education:</p> <p>Master’s degree in food science, nutrition, social science, business administration, or a suitable equivalent.</p>