

Global Alliance for Improved Nutrition

Job title:	Communications Associate
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Classification:	Grade 3	Direct reports:	0
Work location	Dar es Salaam, Tanzania	Travel required:	20%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The Communications Associate will support the Senior Policy Advisor with the development, coordination and execution of the communications plan and activities to be implemented in and for GAIN Tanzania as required.</p> <p>Under the guidance and direct supervision of the Senior Policy Advisor, and in close collaboration with the GAIN global and regional communications team, the postholder will strive to foster better understanding and support to GAIN's operational work as well as make sure that GAIN's programmatic information, advice, and guidance effectively reaches key audiences to increase uptake of nutritious and safe diets.</p> <p>The successful candidate will be a key resource, supporting the GAIN Tanzania Team by driving external and internal communications, and supporting learning across projects.</p>
<p>Tasks and responsibilities</p> <p><u>Communications strategy and action plan</u></p> <ul style="list-style-type: none"> Working closely with the Senior Policy Advisor, develop, coordinate and support with the implementation of GAIN Tanzania's communication strategy and the related activities organised across online and offline channels in alignment with GAIN's priorities, corporate communications and country needs. <p><u>Content Generation and Media Engagement</u></p> <ul style="list-style-type: none"> Work closely with GAIN's project teams and travel regularly to the field to deliver compelling content and imagery for both local and global audiences, showcasing GAIN's work in Tanzania and impact in addressing malnutrition. Develop and regularly update a database of communication and advocacy resources that can be utilized by GAIN Tanzania outreach to various audiences. Deliver regular thought leadership content i.e. interviews, podcasts, opinion pieces and related content.

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- Liaise closely with global communications in ensuring branding guidelines are accurately utilized and reflected in the development of GAIN Tanzania IEC assets.
- Liaise closely with global communications to regularly contribute to the editorial calendar through the development of multi-format content to position GAIN Tanzania strongly regionally and globally.
- Identify key opportunities to profile country leadership in relevant convening settings i.e., as speakers in events or webinars or networks of local organisations. Lorem ipsum
- Develop media plans to coordinate outreach to the public and media ensuring messaging to be consistent in with GAIN Tanzania brand.
- Manage media relations and deliver media briefing kits including press releases or live streaming press conferences as well as after event transcript files for high level selected milestones.
- Improve better understanding of the country media landscape to reach targeted audiences with tailored information.
- Collaborate closely with other GAIN comms colleagues through regular meetings and knowledge sharing sessions.
- Monitor media coverage in-country, undertaking perception studies, and managing reputational threats as they occur.

Digital Communications

- Strengthen and position GAIN Tanzania's digital communication at country level through targeted digital engagement and positioning.
- Ensure that the GAIN Tanzania digital media platforms (currently Twitter, potentially in the future Facebook, Instagram) are well maintained, updated, and aligned to GAIN's corporate digital communications.
- Liaise with GAIN global communications to ensure GAIN Tanzania website page is regularly updated and that periodically GAIN Tanzania digital content requiring global and regional exposure leverages GAIN's Facebook, Instagram and LinkedIn pages.
- Populate and deliver quality audio-visual services and when needed, commission external vendors to ensure we have availability of quality multimedia tools such as photos, infographics, and videos.
- Stay abreast of digital changes and identifying areas for improvements using pictures and infographics to tell better stories that create a fast but lasting impact.
- Develop innovative digital initiatives showing the impact of GAIN's work, identify relevant platforms for storytelling and engaging with relevant communities.

Coordination and Capacity Building

- Build internal communications capacity by providing timely and effective information on key communication developments and initiatives to GAIN Tanzania staff and promote stronger staff engagement.
- Support and/or deliver communications training for in-country teams for high impact communications delivery.
- Support end-to-end event management and coordination of key high-level events.
- Provide guidance, tools and content to GAIN Tanzania teams to reinforce coherence in messaging and brand.
- Systematically employ monitoring and metric tools for measuring impact, gauging gaps and assisting the Senior Policy Advisor with the fine tuning of our public communications strategy and work plan.
- Other relevant duties as assigned.

Key organisational relationships

- Reports to the Country Director, Tanzania
- Tanzania Country Programme Teams
- GAIN Global Communications Team

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • A dynamic individual with excellent interpersonal and communication skills in multicultural environments • Highly adept in translating complex and technical information tailored to different audiences. Ability to synthesise complex content into simple terms • Ability to prioritize, multi-tasking, and working well and independently under pressure to meet deliverables and deadlines • Ability to work in a multi-cultural, cross-functional team with a flexible and adaptable approach • Commands clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity • Dialogue, negotiation, and advocacy skills are up to the mark • Self-motivated, proactive, and solution-oriented with a commitment to quality and accuracy • Understanding of the food system including the overall importance and benefits of nutrition • Understanding of government policies related to key advocacy issues • Excellent interpersonal skills and ability to coach, inspire and influence. Strong team player • Proven ability to work effectively in a team environment and matrix management structure is critical • Passion for creative storytelling and generation of new ideas with examples to showcase these • Proven ability of developing and managing communications strategy and coordinating internal and external communications • Proven ability to write, produce a wide range of communication content including reports, fact sheet, news, article, features, case study etc. • Demonstrating an understanding of and commitment to GAIN's Core values, vision, mission in the approach to work and relationships
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrable experience in communication, interactive digital media, print and broadcast media with professional experience Professional experience working in communications as a Communications Coordinator or Officer • Strong experience in working with the development or private sector in terms of media promotion • Proven experience working on social media, content generation, graphics design, photography, videography, PowerPoint, Microsoft word and excel and interactive digital media • Expertise and experience of working in communication across multiple sectors (government, UN, development partners, media, and research agencies a plus)
<p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in communications, public relations, journalism, international relations and development or other relevant qualification / experience
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • A competitive remuneration package • Flexible working hours through hybrid working opportunities • Friendly working environment • Professional development opportunities • The chance to make a lasting contribution to reducing global malnutrition



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Job title:	Food System Governance Associate		
Classification:	Grade 3	Direct reports:	0
Work location	Dar es Salaam, Tanzania	Travel required:	<30%

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DESCRIPTION
<p>Overall purpose</p> <p>The Food System Governance Associate will provide technical and management support under the mandate of the Global Food System Governance programme. A participatory approach, evidence, empowerment, and partnerships underpin the activities in this programme. Activities include those related to the global influencing agenda, inclusive local governance under various initiatives like Nourishing Food Pathways (NFP), Resilient Markets and Urban-Rural and Regional food systems transformation.</p> <p>This Associate will be involved in core project activities as well as providing a range of support services, including communications, preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with GAINs Project Management Guidelines.</p> <p>The Food System Governance Associate also undertakes various administrative tasks; organizing, coordinating, scheduling and attending meetings with team members, stakeholders, service providers and partners.</p>
<p>Tasks and responsibilities</p> <p>Project Management and Administrative Support</p> <ul style="list-style-type: none"> • Provide support to country teams implementing programmatic activities related to GAIN's global Food Systems Governance programme. • Provide technical and administrative support to programme, liaising with other GAIN departments, like corporate services and other programmes including cross cutting themes like gender, environment, food safety, youth and social protection, as well as with partners, and other organizations. • Support project delivery timelines and reporting of activities, outputs, and impact. • Develop and present presentations.

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Project research, participatory engagement, documentation and reporting

- Conduct desktop research and support primary data collection (mixed methods with an emphasis on participatory methods)
- Ensure accurate documentation of project/activities: filing, access and dissemination.
- Develop briefs and other materials, for internal and external audiences (local and global)
- Contribute to the development and tracking of communications materials (blogs, articles, videos, social media posts) to drive awareness and engagement attentive to linkages between inclusive local food systems governance, multistakeholder engagement and programmatic implementation.

Relationship Management

- Under the leadership of the global manager of the Food Systems Governance programme, engage and collaborate with partners, service providers/consultants, and a variety of food system stakeholders. This will require routine travel to delivery areas in GAIN countries as well as other countries as linked to the global agenda.

Project Procurement and Financial Administration

- Oversee all administrative aspects of the procurement process including budgeting, procurement supporting with the drafting of agreements and contracts and logistical arrangements within ethical and procurement standards and guidelines with reference also to GAINs Project Management Guidelines.

Key organisational relationships

- Reports to the Food Systems Governance Global Manager.
- Works in close collaboration with country operational staff and project teams.
- Liaises regularly with GAIN corporate services, Programme Services Team especially the empowering voices programme (Youth, Governance and Gender), and Knowledge Leadership teams.
- Global and Local partners including the Milan Urban Food Policy Pact, FAO, World Union of Wholesale Markets as well as public and private sector, other International and local Development Organizations, community groups, market committees and others.

JOB REQUIREMENTS

Competencies

- Work agility and sound project management and administrative skills
- Descriptive quantitative, robust qualitative and desktop research skills
- Good presentation skills – speaker and convenor
- Proven ability to proficiently write in English including reports, policy notes, briefs, emails, blogs, peer review paper publications and case studies
- Accurate and reliable programme finance and contract administration skills
- Strong ability to collaborate with various multistakeholders in a multicultural environment.
- High level of professionalism and integrity
- Good judgement, critical reviewer, innovative and problem-solving skills
- Robust computer literacy in Outlook, MS word- excel- powerpoint. SharePoint experience a benefit

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Experience

- Experience in community or participatory development work; preferably with multiple food systems stakeholders, especially government, community-based organizations and/or non-governmental organizations. Experience working with informal local food markets a benefit.
- Experience working in diverse contexts in sub-Saharan Africa and/or Asia.
- An understanding of food systems and/or agriculture, SMEs, public sector governance, urban food environments and/or nutrition is preferable.
- Previous successful project management and project finance and administrative experience.
- Research experience, preferably with mixed methods or qualitative participatory methods (University experience is satisfactory)
- Proven multicultural teamwork experience.
- Advocacy and/or communications experience an advantage.

Education

- Minimum of an Undergraduate with honours degree and good experience. Preferably a Master's degree. Qualifications should be in a relevant area e.g. international relations, public health, development studies, agriculture, food systems, business administration, public policy, public administration, or related field.

Other requirements

- Must be willing and able to travel
- Fluent written and verbal English
- Must be able to work from GAIN's office in Dar es Salaam, Tanzania

WHAT GAIN OFFERS

- A competitive remuneration package
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