

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Officer, Digitization Quality Assurance and Quality Control (QA&QC)
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<b>Classification:</b>	Grade 3	<b>Direct reports:</b>	0
<b>Work location</b>	Lagos, Nigeria	<b>Travel required:</b>	Local travel 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 the consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>GAIN seeks to hire a Project Officer to support the implementation of the Digitization (“Digital Quality Assurance &amp; Quality Control (QAQC) System”) project under the Anchor Grant funded through the Bill and Melinda Gates Foundation between January 2022 and December 2025. The project focuses on digitizing/automating various manual aspects of fortification processes in edible oil production and monitoring by government agencies to make data collection and information on fortification quality more efficient and accessible.</p> <p>The post holder will work closely with Senior Project Manager, Large Scale Food Fortification (LSFF) and the Consortium of partners, led by GAIN, to achieve this goal. The post holder will be responsible for supporting the set-up and implementation of the Digital QAQC System and inform the design of the sustainability of the Digital QAQC System at the production facilities and at government and monitoring agencies. The implementation approach is iterative, meaning that the post holder will provide consistent feedback between the producers, government, monitoring agencies (The “users” of the system) to the Consortium (the “Developers”) who are developing and building the system so that the system can be continuously refined and adapted based on the needs and feedback at the local level.</p> <p>The Project Officer Digitization QAQC will provide hands-on support to users of the system and will be considered the expert/focal point linking the local users of the system on any trouble shooting issues with the Consortium. This role is based in Lagos for ease of engagement with Food Producers and the operational officers of regulatory agencies which are predominantly based in Lagos.</p>
<p><b>Tasks and responsibilities</b></p> <p><b><u>Stakeholder and data flow mapping/Needs assessment at production level</u></b></p> <ul style="list-style-type: none"> <li>• Support a thorough landscaping of the data and stakeholders involved along the fortification value chain in Nigeria.</li> <li>• Provide constant updated lists on producers/locations in Nigeria.</li> <li>• Support the Consortium on carrying out a needs assessment for pilot and scale up at production level on IT current sophistication (individuals and roles responsible for use of technology, individuals responsible for monitoring internal QAQC/their daily tasks, types of automated devices already installed, types of software used, assess set up to enable installation of different digital devices in current setting, mapping of data collected currently at production level)</li> </ul>

## Global Alliance for Improved Nutrition

- Support the Consortium on carrying out a needs assessment for government and monitoring agencies on type of information needed for decision making on fortification programs, mapping of data collected currently at production and market level.
- Assist in developing list of producers who will participate in the pilot and in scale up of project.

### **Onboard Producers, government, and other trainers**

- Undergo training as an expert on the use of devices included in the Digital QAQC system for oil fortification, training on Digital QAQC system software.
- Assist with installing and setting up software and devices and production and government level.
- Assist with downloading, setting up, user interface at production level.
- Provide hands on support and training to users of the Digital QAQC system, the devices, and software.
- Provide hands on support and training to other trainers of the Digital QAQC system, the devices, and software.

### **Producer and Government Interviews**

- Arrange interviews between consortium members and producers.
- Translate interviews in local language where necessary.
- Synthesize and report information from interviews.
- Arrange interviews between consortium members and high-level decision makers in Government.
- Synthesize and report information from interviews.

### **Linkage with Government, Producers, Millers/Refinery Associations and Monitoring Agencies (e.g., NAFDAC, SON & FCCPC)**

- Enable a constant flow of communication between the Digital QAQC project and the government/monitoring agencies.
- Collect feedback from users at the government, producers and monitoring agencies, synthesize and report information.
- Provide consistent support to the government on use of the system.
- Provide hand-on, consistent support to producers throughout the life of the project.

### **Partnership Management and Collaboration**

- Assist with recruitment of a Local Technical Advisory Group
- Attend and present/report out at meetings with the consortium on a weekly basis, and with Technical Advisory Group on a quarterly basis.
- Assist in writing reports on use of Digital QAQC system by different stakeholders for cross-country learning.
- Engage with third party implementation research team and provide information as needed for the evaluation of the project.
- Other assigned duties within the Anchor grant programme as delegated by the supervisor

### **Key organisational relationships**

- Reporting to Senior Project Manager, Large Scale Food Fortification (LSFF)
- GAIN Nigeria country team and GAIN HQ
- Government, project partners and other key external stakeholders

## Global Alliance for Improved Nutrition

JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Proficient in using modern technology and analysis with the ability to effectively liaise and facilitate with government offices, and other agencies.</li> <li>• Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.</li> <li>• Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.</li> <li>• Tech savvy- with the ability to address issues with trouble shooting and technology quickly.</li> <li>• Ability to synthesize, present/report information to diverse audiences.</li> <li>• Excellent writing and analytical skills</li> <li>• IT literacy with excellent MS Office skills</li> <li>• Proven ability to work effectively in a team environment and matrix structure.</li> <li>• Strong communication and presentation skills.</li> <li>• Demonstrate competency and past work in setting up digital infrastructure at local agencies, providing training and IT trouble shooting.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven background and experience in project implementation and management, specifically supporting with Management Information Systems (MIS), digitalization and IT / technology for development projects.</li> <li>• Experience in end user training and support.</li> <li>• Demonstrable experience of working within M&amp;E frameworks using data analysis software, tracking indicators, developing and/or strengthening MIS and quality reporting.</li> <li>• Proven experience in end-to-end business and IT systems requirements analysis</li> <li>• Experience working in the field of the international development sector and food industries, preferably with the private sector or other relevant industries.</li> <li>• Experience in software development, data analysis, and using different project management tools and systems is desirable.</li> <li>• Experience working with and coordinating multi-stakeholders such as (vendors, clients, end users, donors)</li> <li>• Experience working with government offices, creative and research agencies is preferable.</li> <li>• Experience in use of computer software: Microsoft suite (required)</li> <li>• Experience in use of QR codes/mobile phone applications (required)</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in Computer Engineering/Computer Science/Information, Communication and Technology (ICT)/Management in Information System (MIS), Business Administration or equivalent in a relevant field.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Must be willing to travel locally to oil production facilities, government headquarters, and monitoring agency buildings</li> </ul>

## Global Alliance for Improved Nutrition

### WHAT GAIN OFFERS

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