

Global Alliance for Improved Nutrition

Job title:	EatSafe Project Manager
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Classification:	C5 – Project Manager	Direct reports:	1 - 5
Work location	Addis Ababa, Ethiopia	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>EatSafe is a five-year, multi-country program that aims to enable lasting improvements in the safety of nutritious foods in informal markets in low- and middle-income countries (LMICs) by focusing on the consumer. We are implementing and assessing a series of gender-sensitive interventions in Hawassa, Sidama Region, to substantially improve food safety, working with vendors and creating consumer demand for safe nutritious foods. The interventions will be developed building on existing evidence and through the generation of new knowledge on what influences food safety in informal markets.</p> <p>The EatSafe Project Manager provides functional, technical and managerial leadership to projects and teams in the thematic area. The manger is responsible for the overall project management leadership and ensure the project team implement project activities within approved plans, budget, and quality standards.</p>
<p>Tasks and responsibilities</p> <p><u>Project management and implementation</u></p> <ul style="list-style-type: none"> • Provide strategic leadership in the design, planning and implementation of the project as per the GAIN Project Management Guidelines (PMG). • Define project scope, activities and objectives in line with the GAIN business plans, programme frameworks, and organizational strategic priorities. • Monitor the context dynamics and adapt the project activities and implementation modalities accordingly. • Enable and support team members to conduct assessments and take part in proposal developments. • Lead the preparation for the inception workshop for the project. Facilitate the inception workshop with support from the other teams in GAIN. • Facilitate project review meetings at regular cycles and ensure (track) documentation of findings and recommendations in PRISM. <p><u>Project Management and Oversight</u></p> <ul style="list-style-type: none"> • Responsible for consulting and/or communicating on any change requests or course corrections. • Identify, track and resolve project issues on an ongoing basis, and proactively seek support where issues require wider attention and resolution.

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- Monitor risks and develop contingency plans to respond to emergencies. Escalate issues when appropriate.
- Work with relevant environment, gender and safeguarding specialists to ensure that they are integrated in project designs and implementation plans.
- Ensure that implementation of project activities is in line with the policies and best practice standards of GAIN.

People and Team Management

- Lead a high-performance project team consisting of people across the organisation; bringing together the skills, experience and competencies required for successful project delivery.
- Build a positive and inclusive culture and working environment for the staff to carry out their activities.
- Recruit and manage staff in line with GAIN policies, including performance management, ensuring that they have the necessary induction, training and support as required.
- Coach and/ or mentor the project team members and support the development of their capacity.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Relationship Management

- Engage key external partners in project design, implementation, and review.
- Represent the project and organisation in external forum as agreed with the Head of Programmes & Policy lead.
- Build and maintain strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Build and maintain a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Sponsors, QUADs and the POC to manage and delivery effective projects.
- Work closely with GAINs technical teams and monitoring network to ensure projects are implemented in line with the relevant quality standards.

Resource Management

- Write donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Ensure narrative reporting and financial accounting meet GAIN and donor's requirements.
- Work with international finance to ensure that accurate budgets and forecasting are drawn up for all activities, and that activities costs are kept within budgets.
- Leading on the procurement process by identifying, selecting and managing suppliers within ethical and procurement standards and guidelines.
- Ensure monthly project reporting (in line with GAINs Project Management Standards) to update management on program progress achieved, program plans, changes in direction and challenges encountered.

Key organisational relationships

- Reports to the Head of Programmes.
- Line management and mentoring of project support staff.
- Close collaboration with the other projects and operational staff.
- 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"> • Excellent project management capabilities. • Strong team leadership abilities with the ability to motivate and mobilise individuals within or outside their reporting line. • Clear and systematic thinking that demonstrates good judgement, expert problem solving, and creativity. • Good interpersonal, influencing and communication skills. • Diplomacy, tact and negotiation skills. • Demonstrable understanding of the gender and protection dynamics of humanitarian and development work, and ability to capture this in the analysis and design of interventions. • Strong ability to be flexible and adaptable in times of unexpected challenges and provide creative solutions, whilst maintaining the ethos and objectives of the work at all times. • Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil society and the private sector. • Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.
<p>Experience</p> <ul style="list-style-type: none"> • Proven experience in project management in complex and diverse environments. • Proven experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance. • Proven ability in staff management, including coaching, motivation, performance assessment, conflict prevention and management. • Proven ability to use group facilitation to ensure effective stakeholder participation and consensus building. • Proven ability in donor contracting & budget management.
<p>Education</p> <ul style="list-style-type: none"> • Degree or recognized international accreditation in a project management. • Postgraduate university degree in business management, sustainable development, economics, development studies, peace and conflict studies or related field.
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing and able to travel • Fluent written and verbal English
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities