

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Vegetables for All		
Classification:	Grade 4	Direct reports:	0
Work location	Mombasa, Kenya	Travel required:	Regular inter-county

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>In Kenya, 94% of adults do not meet the WHO recommendations of 400 grams of daily fruit and vegetable consumption. In 2015, a national survey found that 15.3% consumed fruits daily and 50.9% consumed vegetables daily. Many African countries do not produce enough vegetables to meet their populations' nutrient needs. This low production is exacerbated by high losses in the value chain.</p> <p>GAIN Kenya has designed a program to respond to this situation by stimulating increased access and increased consumption through demand creation.</p> <p>The project will create partnerships with private agricultural companies, NGOs, and leverage county governments existing extension services to improve agricultural practices and food-safe farming practices.</p> <p>The Project Coordinator in close collaboration with the Project Manager, has overall responsibility for the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on tracking the progress and status of project activities. The Project Coordinator will play a coordination role in GAINs cross-functional project teams and supporting the maintenance of relationships with partners and stakeholders.</p> <p>The Project Coordinator is also responsible for liaising with stakeholders within their assigned project components and ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards.</p>
<p>Tasks and responsibilities</p> <p>Project Coordination, Planning and Implementation</p> <ul style="list-style-type: none"> • Coordinate the implementation of access, demand, enabling environment activities within the implementing counties. • Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners and implementing counties. • Contributing to close collaboration with the Project Manager to the design, and planning of the scope, activities and objectives of the project. • Drafting the necessary project documentation during the design, planning and end-to-end implementation of the project as per the GAIN Project Management Guidelines (PMG) i.e., results framework, work plans etc. • Conducting assessments and take part in proposal development.

Global Alliance for Improved Nutrition

- Developing the relevant documentation including but not limited to monthly and annual reports as per GAIN, donor and government requirements.
- Under the guidance of the project manager, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in PRISM.

Project Management Coordination

- Liaising with Project Manager and technical leads on issues of course correction and change requests.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Project Manager issues which require wider attention and resolution.
- Helping the project manager to monitor risks and develop contingency plans to respond to emergencies. Making an assessment and reviewing the status of projects and providing recommendations to the project manager on approaches and procedures for project implementation
- Liaise with relevant environment, gender and safeguarding specialists to ensure that themes are present and relevant in project activities.
- Facilitate implementation of project activities in compliance with the policies and best practice standards of GAIN.
- Monitor project performance and work closely with the market facilitators to coordinate coherent and consistent delivery of project objectives.

People and Team Management

- Line manages market facilitators' performance.
- Contribute to building a positive and inclusive culture and working environment for the staff to carry out their activities.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Relationship Management

- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc) to manage and deliver effective projects.

Resource Management

- Supports the Project Manager in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Develop appropriate narrative reporting and financial accounting documentation for the Project Manager's review in order to meet GAIN and donor's requirements.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other report within ethical and procurement standards and guidelines.
- Maintaining a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Ensure timely monthly project reporting on program progress achieved, program plans, changes in direction and challenges encountered.

Global Alliance for Improved Nutrition

- In collaboration with the Project Manager, develop project summaries, collate lessons learned and draft best practice documents.
- Taking on the project management role in the absence of the project manager
- Perform other duties as assigned by management.

Key organisational relationships

- Reports to the Project Manager, Vegetables for All.
- Line management and mentoring of junior 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

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects.
- Ability to lead effectively, motivate and mobilise individuals within or outside their reporting line.
- Demonstrate flexibility and openness to change and ability to manage complexities whilst maintaining the ethos and objectives of the work at all times.
- Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, communication and influencing skills.
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Diplomacy, tact and negotiation skills.
- Some 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 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 and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

Experience

- Proven experience in project management
- Previous experience with business and project administration systems, including financial administration.
- Previous 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 donor contracting & budget management.
- Experience in staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.

Global Alliance for Improved Nutrition

Education

- Degree or equivalent recognized international accreditation in a project management and/or Bachelors' degree in business management, international relations, sustainable development, economics, development studies, peace and conflict studies or related field.

Other requirements

- Must be willing and able to travel.
- Fluent written and verbal English.
- Knowledge of second language within GAIN's regional offices (desirable).