

Global Alliance for Improved Nutrition

Job title:	Head of Programmes – Indonesia
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Classification:	C6 – Head of Team	Direct reports:	1 - 5
Work location	Jakarta, Indonesia	Travel required:	10%

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.

Indonesia has a high burden of malnutrition in children and women and improving the micronutrient status of the population is a cornerstone of national socio-economic development. GAIN Indonesia has been operational in the country since 2012 and has received funding to continue and upscale its country programs at least until 2024. GAIN Indonesia works closely with the Ministry of Health and stakeholders in government, academia, private sector and civil society, some of whom are grant recipients.

DESCRIPTION
<p>Overall purpose</p> <p>GAIN Indonesia is seeking a Head of Programmes to be responsible for the high quality design, development, implementation, monitoring and learnings of all GAIN Indonesia programs.</p> <p>Reporting to the Indonesia Country Director, she/he will be expected to ensure program effectiveness through participation in decision making with the Country Director and advising work stream leads on program strategy, compliance with regulations and communications with government and other stakeholders.</p> <p>Working in collaboration with country program managers and the wider GAIN Program Services Team (PST) and Knowledge Leadership (KL) teams, she/he responsible for ensuring that all programming is of excellent technical quality, delivered on time and on budget and coordinated and contributes significantly to the GAIN's learnings from Indonesia.</p>
<p>Tasks and responsibilities</p> <p>Strategic Leadership</p> <ul style="list-style-type: none"> • Support the Country Director with the development, implementation, and quality management of the country strategy so it maximizes impact to transforming local food systems for better nutrition. • Support the Country Director with the planning and tracking of progress of the implementation of the country strategy, including the development and review of annual business plans, to support the vision set out in the country strategy. • Working with the Country Director in building relationships with external constituents – for the purposes of advocacy, influencing, and identifying appropriate partner organizations. • Supporting the Country Director in the building of a strong sourcing network and long-term pipeline of program investments and impact grants.

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Programme Design and Implementation

- Lead and provide technical expertise of the country work streams to ensure quality delivery within budget.
- In collaboration with Program Managers, ensure development and updating of all strategy and planning documents including the PIP, DIP, project budget, timelines, result frameworks, project narratives etc.
- Provide guidance in achieving all GAIN Indonesia program outcomes
- Oversee design and implementation of program activities that are in line with and in accordance with sound management practice, ensuring an appropriate programme or project management framework in line with GAIN's Project Management Process with a focus on delivering on commitments to the donor(s) and potential adoption by stakeholders at program(s) end.
- Provide technical input to implementing partners on program implementation, monitoring and reporting
- Ensure that all program activities align with policies and priorities of the government and are sensitive to and responsive to changes in the political, social, and economic environments
- Ensure all programs have a learning agenda that generate evidence and quality data; that is justifiable to the donor and practical to the government and oversee the development of in-house capacity to document, disseminate and learn from our programmatic work
- Ultimately responsible for ensuring the high quality and timely delivery of donor reporting (narrative and financial) for all projects, as well as compliance with GAIN's internal reporting processes.
- Ensure that respective donors' contractual requirements, and all relevant laws and regulations applied in Indonesia, are fully adhered to by the team, by overseeing the development and implementation of appropriate plans to meet requirements.

Resource mobilisation, advocacy and communication

- Work with the Country Director, Program Services Team (PST), Knowledge Management (KM) team and the country team to identify and support visibility opportunities.
- Represent and / or support representation of GAIN among nutrition stakeholders, and participate in disseminating lessons learnt through publications, policy briefings, case studies, and presentations at key forums and meetings
- Support the Country Director in MoU renewal process with Government of Indonesia, including develop program direction document, 3 Years Master workplan and budget as well as the Annual workplan and 6 monthly reports for Gol.
- Work with the Country Director and KM Team for quality control of all external presentations and any research publications for GAIN Indonesia.
- Establish/maintain relationships with key stakeholders such as Ministries, Local Governments, Development Partners, INGOs, Academia, Civil Society and Private Sector partners. Support development of funding proposals to ensure the continuous delivery of existing new programs

Financial Management

- Oversees and ensures effective delivery of programmes in line with budgets.
- Work with the Finance and Admin Manager to coordinate the programmes portfolios' financial execution and reporting.
- Manage and monitor expenditure against budgets for strategic and annual programmatic plans in adherence to financial guidelines while ensuring value for money.
- Carry out regular budget monitoring and forecasting to ensure spend within the agreed budget parameters

Team Support and people's management

- Line manages a number of direct reports including supporting work plan development and performance management.
- Coach, guide and mentor leaders within programme team and participate in the development of programming skills for staff so they can perform as an effective leaders and managers in managing their teams.
- Work with the Country Director on performance appraisal for program managers and initiation of corrective actions for identified gaps and arrange training where required.

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- Ensure the recruitment, management, and development of high performing team in line with the demands of the programmatic strategy.
- Participate in the hiring process for new staff/ consultants and the selection of executing agencies (EA's) as required.

Key organisational relationships

- Reports to the Country Director
- Close management, supervision and collaboration with Program Managers and country staff
- Close collaboration with the Head of Operations
- Liaise regularly with Global Program Services Team, Knowledge Management and Finance Teams, government, development partners, executing partners, academia and other key external stakeholders

JOB REQUIREMENTS

Competencies

- Strong conceptual, analytical, documentation and presentation skills
- Excellent management, leadership, planning and prioritization skills
- Unimpeachable ethical standards, confidentiality, and personal integrity
- Compassion, political acumen, tact and sensitivity
- Adaptability and flexibility
- Entrepreneurial team player
- Ability to work in a multicultural environment in a participatory manner to achieve established goals
- Strong skills in developing strategies, conceptualizing programs and demonstrating impact on a large scale
- Strong communication skills, able to work effectively in a multi-cultural environment
- Excellent networking, influencing, negotiation and advocacy skills
- Excellent analytical and problem-solving skills.

Experience

- Extensive experience in program management leadership, in an international development organization
- Demonstrated in-depth understanding of program issues and policy work at organizational, national and international levels
- Strong track record of leading policy development preferably in food and nutrition security /agri- business
- Broad understanding of the nutrition-food security nexus, public health, and community development
- Practical experience in government and donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes
- Experience working with the private sector or experience of collaboration with private sector partners is desirable
- Track record on proposal development, successful fundraising with statutory, private, and corporate donors
- Demonstrated success building and working with multi-disciplinary teams

Education

- Masters' or higher in public health, nutrition, environment, business management or social sciences

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Other requirements

- Fluency in written and verbal English
- A willingness and ability to travel widely in the country and overseas as and when required

WHAT GAIN OFFERS

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