

Global Alliance for Improved Nutrition

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| Job title: | Project Manager, CASCADE | | |
| Classification: | Grade 5 | Direct reports: | 1 - 5 |
| Work location | Nairobi, Kenya | 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 |
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| <p>Overall purpose</p> <p>GAIN and CARE are implementing the CAtalyzing Strengthened policy aCtion for heAlthy Diets and resilience (CASCADE) that aims to improve food security and contribute to the reduction of malnutrition of at least 5 million women of reproductive age and children under 5 in Benin, Nigeria, Uganda, Kenya, Ethiopia and Mozambique. The programme has two strategic objectives: it aims to increase access to and consumption of healthy diets, as well as increasing the resilience of households to economic and climate change-related shocks across the six countries, with a focus on women of reproductive age and children.</p> <p>The Project Manager provides functional, technical and leadership to project teams in the CASACDE project.</p> <p>They will lead a high performing cross-functional project team, and establish, manage and maintain relationships with relevant partners and stakeholders. They are responsible for the overall project management leadership and ensure the project team implement project activities within approved plans, budget, and quality standards.</p> <p>The Project Manager, throughout the project life cycle, ensures accurate planning, management and reporting of activities, budgets (resources), monitoring, external services and any other key areas required to deliver successful projects.</p> |
| <p>Tasks and responsibilities</p> <p>Project Design, Planning and Implementation</p> <ul style="list-style-type: none"> • In consultations with the Head of Policy and Advocacy 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. |

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Project Management and Oversight

- Responsible for the management and implementation of the CASCADE project
- 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.
- 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.

Influencing Agenda

- Monitor, attend and engage to represent GAIN, where appropriate, in key national-level and country-level policy fora and meetings.
- In consultation with the Head of Policy and Advocacy develop project implementation plan for the CASCADE project as well as relationship management between GAIN and CARE in Kenya
- Where necessary and in consultation with the Head of Policy and Advocacy engage with the key stakeholders in government, private sector, UN, donors and civil society including academia, media, and other development practitioners; to improve support for GAIN's mission and increase resources allocated to nutrition in Kenya.
- Synthesize and disseminate knowledge and evidence from GAIN Kenya programmes that can help drive the agenda for nutritious and safe food at national and county levels
- Liaise widely with GAIN colleagues to develop key messaging and strategies for furthering the mission and communicating the vision of GAIN Kenya.
- Monitor national and county level policy formulation processes and provide technical input into the outcome documents

Policy communication

- Synthesize and generate evidence from GAIN programmes that can help drive the policy agenda for nutritious and safe food in Kenya.
- Create opportunities to spread key messages arising from GAIN Kenya country programming through media, social media, and positioning events.
- Support the Head of policy and Advocacy in the drafting of reports, policy papers and briefs, factsheets and other policy documents by drawing from GAIN learnings, values and priorities.
- Research, edit, and produce policy documents, in collaboration with the Head of policy and the Policy and External Relations team, Knowledge Leadership (KL) department and Programme Services team.
- Work with the communication team to ensure production of necessary communication materials, media engagement as well as support government when needed for policy related communication.

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.

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Relationship Management

- Engage key external partners in project design, implementation, and review.
- Represent the project and organization 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 organizations.
- 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 deliver 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.
- In consultations with the Head of Policy and Advocacy 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.
- 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 organizational relationships

- Reports to the Head of Policy and advocacy
- Line management and mentoring of project 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

- Excellent project management capabilities.
- Strong team leadership abilities with the ability to motivate and mobilize 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, civil society and the private sector.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.

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Experience

- Proven experience in project management in complex and diverse environments.
- Proven experience in policy advocacy and influencing in the development field
- Experience in policy and/or budget advocacy, strategic planning, and project management.
- 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.
- Proficiency in English (written and spoken).

Education

- Degree or recognized international accreditation in project management.
- Postgraduate university degree in business management, sustainable development, economics, Nutrition, development studies, peace and conflict studies or related field.

Other requirements

- Must be willing and able to travel
- Fluent written and verbal English

WHAT GAIN OFFERS

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