Global Alliance for Improved Nutrition

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Project Manager, Procurement and Business Development (GAIN Premix Facility - GPF)</th>
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<tbody>
<tr>
<td>Classification:</td>
<td>Grade 5</td>
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<tr>
<td>Work location</td>
<td>London, United Kingdom / Utrecht, The Netherlands / Nairobi, Kenya / Cotonou, Benin</td>
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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.

Large scale food fortification (LSFF) is critical to help achieve GAIN’s vision. GAIN supports national and regional nutrition strategies to integrate this intervention where existing food supplies and limited access fail to provide adequate levels of nutrients in the diet. The consumption of fortified staples and condiments can play a major role in underpinning the prevention of micronutrient deficiencies across entire populations. Since 2002, GAIN has supported the roll-out of LSFF in approximately 40 low and middle-income countries. Globally, GAIN alone or in partnership with other organizations is active in advocacy for LSFF, research and evaluation related to the impact and potential for impact of fortification, hosts the Global Fortification Technical Advisory Group (GF-TAG) and is a key partner in various platforms such as the Global Fortification Data Exchange (GFDx) and Nutrition Connect. GAIN primarily supports mandatory fortification of commonly consumed food vehicles including salt, edible oils, wheat flour, maize flour, and rice. GAIN supported LSFF programmes reach over a billion people annually.

The GAIN Premix Facility (GPF) was launched in July 2009 to fill a strategic gap in sourcing affordable and quality-certified vitamin and mineral premix. Designed to support fortification programs and help partners - particularly in the developing world - manage premix procurement, the GPF has expanded its operations by establishing strategic partnerships and creating innovative procurement and financing models that facilitate access to premix. The GPF enables food companies to access high quality, safe, and affordable vitamin, and mineral premixes through its three facilities: 1) credit through a revolving fund; 2) procurement; 3) certification and technical assistance services. The GPF has become the only major global platform for quality assured premix, certification of premix blenders and procurement services for international agencies, NGOs, governments, and food producers in the food fortification arena.

**DESCRIPTION**

**Overall purpose**

The Project Manager, GAIN Premix Facility (GPF) provides functional, technical and managerial leadership of the project and are responsible for the management of the overall GPF related activities. They will also be responsible for project-related resources management and business development as well as GPF’s clients’ relationship and credit facility management.
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Tasks and responsibilities

Project Management

- 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 field dynamics and adapt the project activities and implementation modalities accordingly.
- In collaboration with the Program Lead, contribute to the development of concepts and proposals and explore new programmatic areas based on learning from the project as part of resource mobilization.
- Provide market information periodically regarding global premix markets.
- Facilitate project review meetings at regular cycles and ensure (track) documentation of findings and recommendations in PRISM.
- Prepare high-quality, rigorous reports and other materials (presentations, briefs and articles) documenting experiences to communicate the performance of GPF for wider dissemination and publication.
- Collaborate with Knowledge Leadership department working with Portfolio Lead to develop result and monitoring framework and tools to closely monitor project impact and support in research and evaluation activities for GPF as needed.
- 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 GAIN’s policies and best practice standards.

Procurement/Supply chain management

- Manage a demand forecast, capture premix needs and quality related inputs for GAIN’s projects (Food Fortification, SMEs, Workforce Nutrition etc.) and other external partners.
- Strategically maintain and develop an effective pool of certified suppliers ensuring a minimum 80% engagement of suppliers.
- Liaise with clients and certification agents on day-to-day operations of the GPF such as conducting tenders, sample collection and testing, and ensure smooth procurement process from order placement through to delivery.
- Manage product supply contracts with both GPF suppliers and clients.
- Liaise with prospective clients to develop tailored procurement solutions.
- Implement and track key performance indicators for both procurement and credit management.
- Oversee risk management of the Credit Facility’ liaising with bankers, GAIN’s finance team and clients and perform client’s due diligence.
- Support the development of local premix supply systems and models for LSFF programs and the expansion of new services such as supply of fortification dosifiers and analytical devices.

Relationship Management/ Business Development

- Engage key external partners in project design, implementation, and review.
- Represent the GPF, LSFF team and the organisation to external forum as agreed with Programme Lead.
- Expand the customer base contributing to business development activities and liaising with prospective clients to develop tailored procurement solutions.
- Maintain relationships with key customer accounts, visit clients, consignment stocks warehouses to develop relationships and ensure progress is on track and the risk mitigation plan is up to date.
- Maintain constant liaison with the relevant NGO/UN partners, government ministries, fortified foods producers, premix blenders and micronutrient manufacturers and GPF certification agents and other stakeholders to ensure smooth operations of the GPF.
Global Alliance for Improved Nutrition

- Ensure GAIN’s regular interaction with partners and increase the profile of the GPF, LSFF and business development among stakeholders including sharing of learnings.
- 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.

Resources Management
- Take lead in developing progress reports, annual reports (programmatic and financial) and as part of and as GPF lead on QUAD.
- 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.
- Manage GPF forecasts, budgets and on time delivery of expenditure. In case of variances against forecasts, put in place corrective actions to bring expenditure back on track.
- Leading 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.

People and Team Management
- Lead a high performing 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.
- Line manage and supervise the Africa Representative for the GPF and any other staff and interns under the GAIN Premix Facility
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Key organisational relationships
- Reports to the Deputy Director, PST: to review progress of all activities.
- Senior Programme Lead – Large Scale Food Fortification
- Line management responsibility for the Senior Associate – Business Development, GAIN Premix Facility
- Team members of GPF, Large Scale Food Fortification; and GAIN Finance team.
- GAIN Country Managers, Program Managers and other GAIN programs: to forecast demand for premix and other quality-related inputs.
- Knowledge Leadership team on evidence generation and monitoring, Finance team on budgets, forecasts, GPF accounts and banking reconciliations.
- Premix industry, financial institution where the GPF’s revolving fund resides, clients and other organizations involved in nutrition to ensure smooth coordination of the premix and quality activities
## JOB REQUIREMENTS

### Competencies
- Excellent communication skills (oral and written).
- Team player, flexible and goal-oriented, a real "can do" attitude.
- Strong stakeholder management skills, with a proven ability to work in an environment requiring collaboration with government, industries and international organizations.
- Demonstrated ability to work with clients and suppliers.
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Excellent administrative management skills.
- Willingness to travel in challenging environments.
- Computer literacy with excellent Excel, MS word, Outlook, and Power Point skills.
- Must be familiar with procurement processes and ERP/order management systems including Incoterms® 2020
- Successful project management expertise, preferably in design, implementation and monitoring and evaluation of nutrition programs or Food fortification related projects
- Working knowledge and understanding of the premix and fortification industry

### Experience
- Substantial professional experience within end-to-end procurement management (specifically with demonstrable experience managing procurement inputs on behalf of clients, food producers and partners within the food ingredients / food fortification industry, working with premix and food fortified food products within the Africa and/or Asia region)
- Strong background in supply chain and order management; managing suppliers as well as import and export processes, preferably within an international setting / organisation
- Proven experience and track record in business development and client management (with a demonstrable background in proposal development, developing a customer base and managing key stakeholders such as NGO/UN partners, government ministries, fortified foods producers, premix blenders and certification agents, and micronutrient manufacturers
- Proven credit management experience, managing risk assessments, collections, and due diligence
- Proven experience in delivering projects on time / on budget, using project management processes and tools including risk management, report management, benefits management, financial management and quality assurance
- A blend of experience from public and private sectors preferred. Experience of both B2B and B2C markets is an added advantage
- Experience of working in food fortification and/or global food assistance within the developing world is a significant advantage
- Experience in innovative finance in the development sector will be a distinct advantage

### Education
- Bachelor’s or Master’s degree in business, supply chain management, procurement, marketing or equivalent;
- Professional qualifications such as professional Diplomas from Charted Institute of Procurement and Supply (CIPS) or Chartered Institute of Marketing (CIM) an added advantage.
### Other requirements
- A willingness and ability to travel in-country and overseas as and when required.
- Excellent command of spoken and written English is a must, French language skills an asset.
- Working experience in low to middle income countries is desirable

### WHAT GAIN OFFERS
- Flexible working hours
- Friendly working environment
- Professional development opportunities