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. GAIN is expanding its interventions and opening its office in Benin, a first francophone country in West Africa. GAIN Benin interventions are focused on the following projects:

- **LSFF** with school feeding program in partnership with the WFP aiming to increase the quality and quantity of locally produced fortified foods using 4 different vehicles: (oil, salt, wheat flour and maize) this intervention will enable the school meal programs to locally source.
- **VEG** in partnership with the project SafeVeg of World Vegetable Center) with an objective of increasing local demand for vegetables.
- **Nutrition Impact at Scale** program (NIS) aim at increasing access to safe and nutritious foods, especially for low-income consumers by working with other organizations (Enterprise Support Organizations) that are willing and have the requisite capacity to attach a ‘nutrition lens’ to their work with SMEs.
- **Sun Business network (SUN) and CASCADE_ Catalyzing Strengthened Policy Action for healthy Diets and resilience implemented in consortium with CARE Benin with a focus on launching a network of companies in the nutritious food sector and build their capacities while defending their interests. This also has a component on Policy influencing on nutrition.**

**DESCRIPTION**

**Overall purpose**

The Project Manager has a leadership role. The postholder is expected to have an overview of implemented projects in Benin and able to lead the implementation of a complex and ambitious food systems project in Benin, through leading a team of direct reports and functional specialists. They will be directly responsible for managing key stakeholder relationships internally and externally.

The post is a dynamic and exciting role. The Project Manager will be expected to quickly expand and strengthen relationships with their team, key internal functional areas, relevant partners, exploiting synergies within GAIN and with external stakeholders to ensure continued, effective project delivery.

**Tasks and responsibilities**

**Project Design, Planning and Implementation**

- Provide strategic leadership in the design, planning and implementation of the projects as per the GAIN Project Management Guidelines (PMG).
- Define project scope, activities and objectives in line with the GAIN Benin business plans, program frameworks, and organizational strategic priorities.
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- Support the activities of NIS team in Benin.
- 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.

**Project Management and Oversight**
- 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.

**People and Team Management**
- Lead a high performing project team consisting of people across the organization; 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 organization in external forum as agreed with the Program Manager SBN & 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 programs 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.
- 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.
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- 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 Country Director, GAIN Benin.
- Line management and mentoring of project support staff.
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Program 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.

**Experience**
- Proven experience in project management in complex and diverse environments.
- Experience or deep understanding of the private sector especially MSMEs, understanding and technical knowledge in value chains.
- 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).
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**Education**
- Minimum degree level qualification related to management, including nutrition and agri-business, public health, international development, business management or suitable equivalent.
- Certificate or diploma in project management, risk management, preferred.
- Additional qualifications in the above or similarly relevant field of study/expertise highly preferred

**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