

Global Alliance for Improved Nutrition

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| Job title: | Project Officer (Large Scale Food Fortification / Technical Assistance) | | |
| Classification: | Grade 3 | Direct reports: | 1 - 5 |
| Work location | Islamabad, Pakistan | Travel required: | 40% |

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

| DESCRIPTION |
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| <p>Overall purpose</p> <p>The LSFF TA PK (Large Scale Food Fortification, Technical Assistance Pakistan) project was started by GAIN Pakistan in 2022 with an aim to increase the availability, access and affordability of the nutrient enriched crops (Biofortified Zinc Wheat) in Pakistan while also addressing livelihood, gender, and climate perspectives with a focus on "<u>South-South Learning</u>".</p> <p>GAIN Pakistan is seeking to hire a Project Officer for LSFF TA PK Project. The Project Officer works with the Portfolio Lead, Project Manager (LSFF TA PK), and operations teams to support the coordination of project activities. You will be involved in core project activities and provide a range support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with GAINs Project Management Guidelines.</p> <p>The postholder will also undertake various administrative tasks; organizing, coordinating, scheduling and attending meetings with team members, stakeholders, clients and suppliers.</p> |
| <p>Tasks and responsibilities</p> <p>Project Management Support and Coordination</p> <ul style="list-style-type: none"> • Manage assigned activities in the plan and support the tracking of progress and deliverables from project partners. • Under the guidance of the Portfolio Lead, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM. • Liaise with the Portfolio Lead and Project Manager on issues of course correction and change requests, escalate and contribute to resolve any project issues. • Contribute to the drafting of 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. |

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- Understand relevant environment, gender and safeguarding themes and their presence and relevance in project activities.
- Facilitate implementation of project activities in compliance with the policies and best practice standards of GAIN.
- Support with the development and implementation of project monitoring plans with clear milestones and assist Portfolio Lead and Project Manager to ensure that projects are within the given budgets and timelines.

Project documentation and reporting

- Be responsible for the regular updating of PRISM to ensure accurate documentation of project/activity progress for project review meetings.
- Source, collate and compile data and information to identify emerging issues; track and report on project progress against established milestones and deliverables.
- Prepare and maintain project documentation and PRISM for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Assist the Portfolio Lead and Project Manager in the conduct of desk research to collect information required for the development of concept notes and proposals.

Relationship Management

- Assist Project Manager in scheduling and planning various events, workshops, seminars/webinars and meetings. Further, coordinate with the relevant team members and develop the content for key meetings; draft presentations, as required, including graphics for internal and external use and in line with donor branding requirements. Take minutes and prepare draft reports of meetings/seminars/events.
- Under the supervision of the project manager or project coordinator, conduct regular field monitoring visits of the activities conducted under the project by partners. Follow up with partners to ensure timely submission of reports and prepare timely monitoring reports with findings and recommendations.
- Work closely with external suppliers and professional services to facilitate an effective delivery of projects.
- Maintain strong partnerships with Civil Societies, INGOs, government entities, private sector and other relevant organisations.
- Contribute to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.

Procurement, Payments and Financial Reporting

- Oversee all administrative aspects of the procurement process including budgeting, procurement supporting with the drafting of agreements and contracts and logistical arrangements within ethical and procurement standards and guidelines.
- Raise POs and upload contract and agreements on the CLM when required.
- Support the project manager in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Work closely with the project accountant, monitors the receipt of deliverables and payments to partners, as well as ensure all project related expenses are properly coded to ensure the accuracy of financial reporting.
- Contribute to accurate project budgeting and forecasting processes.
- Process timely payments to consultants and other service providers, ensuring compliance with GAIN procurement policy.
- Perform other duties as assigned by management.

Key organizational relationships

- Reports to the Portfolio Lead.
- Report to the Project Manager for specific tasks assigned by him.
- Close collaboration with country operational staff and project team.

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- Liaises regularly with GAIN professional services, Programme Services Team and Knowledge Leadership teams.
- Vendors and Suppliers, Government, NGOs, Private Sector, and others

JOB REQUIREMENTS

Competencies

- Clear and systematic proactive thinking that demonstrates good judgement, effective problem solving, and creativity.
- Demonstrate flexibility and openness to change whilst maintaining the ethos and objectives of the work at all times.
- 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.
- 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

- Experience in project management, implementation, monitoring, and evaluation.
- Previous experience with business and project administration systems, including financial administration.
- Proven ability to execute administrative tasks in a timely manner.
- (Desirable) Experience in delivering a wide range of project management and support services, within tight deadlines, limited resources, while managing competing priorities.
- Experience working in multi-cultural or international environment desirable.

Education

- Degree or equivalent recognized international accreditation in a project management and/or master's degree in agriculture, 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)

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| WHAT GAIN OFFERS |
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| <ul style="list-style-type: none">• A competitive remuneration package• Flexible working hours through hybrid working opportunities• Friendly working environment• Professional development opportunities• The chance to make a lasting contribution to reducing global malnutrition |