

The Global Alliance for Improved Nutrition

Job title:	Senior Monitoring Associate
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Classification:	Grade 4	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	30%

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
<p>Overall purpose</p> <p>The position is responsible for project monitoring across the GAIN Kenya portfolio of projects and ensuring that the projects are in line with donor requirements and expected outputs and outcomes. They will provide technical support to the field project teams to design, coordinate and implement the monitoring framework of the various donor projects.</p> <p>This position will functionally report to the Monitoring manager, GAIN Kenya with all technical aspects of the work managed by the Monitoring manager/Knowledge Leadership. There will be close collaboration with the Knowledge Leadership (KL) team as well as centralized programme teams.</p>
<p>Tasks and responsibilities</p> <p><i>Monitoring and program improvement</i></p> <ul style="list-style-type: none"> • Contribute to the development of programme theories of change and results frameworks and plans in collaboration with the monitoring manager, project managers in Kenya, and the Knowledge Leadership (KL) • Contribute to the design and adaptation of the programme monitoring tools and processes, training and quality assurance of the programme monitoring components. • Ensure timely and good-quality routine activity progress monitoring and reporting by implementing partners. • Manage and ensure consistent collection, analysis, review, and interpretation of programme monitoring data and prepare reports in alignment with donor and internal requirements • Ensure appropriate completion and systematic storage for general project documents as well as datasets and assessment specific documentation. • Contribute the annual work plan development and budgeting.

The Global Alliance for Improved Nutrition

- Backstop the programme implementation teams and implementing partners to support capacity development and training on quality assurance.
- Responsible for tracking key milestones and closely monitor programme outcomes and key deliverables.
- Conduct monitoring field visits to support country teams in tracking outcomes and deliverables, as required

Reporting and stakeholder engagement

- Manage and ensure the consistent review, data analysis and preparation of reports on monitoring indicators.
- Review and interpret monitoring data as part of preparation for GAIN's performance and donor reports and ensure quality of project reports aligning with the theory of change and results framework.
- Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs, and other materials.
- Support dissemination of monitoring results to appropriate audience, interpretation of data and follow-up / corrective action
- Receive and compile reports from project teams, check the quality of deliverables against workplans and agreements, and performance ensure compliance with donor and internal requirements.
- Support the operationalization of programme monitoring activities in alignment with programme impact pathways and results frameworks.
- Collaborate with the Knowledge Leadership (KL) team to improve / adapt monitoring tools and programme result frameworks.

Key organizational relationships

- Reports to the Monitoring Manager
- Works closely with all project teams at GAIN s
- Works closely with the KL team

JOB REQUIREMENTS

Competencies

- Recognized expertise in monitoring, project management, and project communications.
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Proven ability to generate and deliver reports that provide useful insight into project details.
- Clear and systematic thinking that demonstrates good judgment, problem solving, and creativity.
- Strong communication skills in multi-cultural, multi-lingual environments (written and verbal).
- Flexible, with a willingness and ability to travel in challenging environments.
- IT literate with excellent MS Office skills. Advanced Excel skills.
- Capacity to work remotely and independently.
- Self-motivated, high energy and solution oriented.
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.

The Global Alliance for Improved Nutrition

Experience

- Previous, substantive work experience supporting programme monitoring and project management in international development, food supply chains, small and medium enterprises, and/or process control and improvement.
- Demonstrated excellence in written/verbal communications, research, writing, and analytical ability.
- Experience in the development and operationalization of result frameworks and monitoring plans.
- Demonstrated experience in critical analysis skills to extract key learning and effective practices from research findings.

Education

- Bachelor's degree in social science, Nutrition, Public Health, Economics, or Statistics.
- Master's degree will be an added advantage

Other requirements

- Willingness and ability to travel frequently to the field.
- Fluency in English, written and verbal.

WHAT GAIN OFFERS

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