

Global Alliance for Improved Nutrition

Job title:	Project Officer, Urban Food System Governance		
Classification:	Grade 3	Direct reports:	0
Work location	Jakarta/Bogor, Indonesia	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>GAIN's Project Officer, Food System Governance will support the inclusive, local food systems governance workstream under the Nourishing Food Pathways (NFP) program. This workstream is overseen by GAIN's Global Food Systems Governance program and involves GAIN country teams in Indonesia, Tanzania, and Mozambique which aims to facilitate inclusive local food systems and nutrition governance.</p> <p>Indonesia, like the other countries, is focusing on one city and a "traditional" urban fresh food market as an example of a food system multistakeholder. The candidate will work closely with local government and a traditional food market committee as well as other food system stakeholders, in evidence gathering, establishment and operation of a multistakeholder platform, and development of materials like policy notes, reports, co-authored papers for publication, and communications. A participatory approach and attention to gender underpin the activities in this workstream. Other aspects of this role include providing support in the areas of advocacy, project management, and financial administration.</p> <p>The Project Officer will be part of and work directly with the GAIN Indonesia country team involved in several other workstreams within NFP program, under the direction of the Program Coordinator and Head of the Program and engage with GAIN's Global Food Systems Governance program (Drivers of Food Systems Change Cluster). Project officers also undertake various administrative tasks, organizing, coordinating, scheduling, and attending meetings with team members, stakeholders, and suppliers.</p> <p>There is a strong research component to this technical support, focused on food systems, in the field of governance and communities. An awareness of governance design, policy and public budgets in Indonesia, the HLPE Food System Framework Milan Urban Food Policy Pact, the UN Food Systems Summit, and the 2030 Sustainable Development Goals is important. GAIN is committed to including the voices of those marginalized like the urban poor with attention also to gender and youth.</p> <p>This in-country (Indonesia) role involves working with the country NFP2.2 Project Officers in Mozambique and Tanzania as well as the Global team as the project has a common design with local implementation and socialization.</p>

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Tasks and responsibilities

Project Management Support and Coordination

- Manage assigned activities in the plan and support the tracking of progress and deliverables including from project partners.
- Under the guidance of the Head of the program and Project Coordinator in the country, coordinate and schedule project review meetings with the GAIN Global Food System Governance team at regular cycles and prepare documentation of findings and recommendations in GAIN's Program Management system (PRISM).
- Liaise with the Head of Program and Project Coordinator on issues of course correction and change requests, escalate, and contribute to resolving any project issues.
- Facilitate implementation of project activities in compliance with the policies and best practice standards of GAIN.
- Providing technical and administrative support to international events, liaising with other GAIN departments and programs, GAIN partners, and other organizations
- Understand relevant environment, gender, and safeguarding themes and their presence and relevance in project activities.

Project documentation and reporting

- 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.,
- Contribute to conducting desk research and developing briefs and other materials, under the oversight of the Head of the Program and the Global Food Systems Governance team, for internal and external audiences (local and global).
- Providing accurate and timely administrative and coordination tasks, including financial transactions of the program, processing purchase orders, contracts, and invoices with the support of Indonesia's Head of Programmes, Head of Operation, and NFP 2.2 Global team.
- Contributing to the development of communications materials (blogs, articles, videos, social media posts) to drive awareness and engagement with the linkages between inclusive local food systems governance, multistakeholder engagement, and implementation of Indonesia's food systems pathway.
- Source, collate, and compile data and information to identify emerging issues; track and report on project progress against established milestones and deliverables,
- Be responsible for the regular updating including preparing and maintaining project documentation and PRISM for reporting, monitoring, and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.

Relationship Management

- Under the supervision of the project coordinator in Indonesia, conduct regular field monitoring visits of the activities conducted under the project. Follow up with key stakeholders 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 society, INGOs, government entities, private sector and other organizations.
- Contribute to a culture of mutual accountable partnership with other teams within GAIN that supports programs and projects.

Project procurement and financial administration

- 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.
- Support the project coordinator and Head of the Program in preparing donors' reports in collaboration with project teams, technical teams, funding teams, and support teams.

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- Work closely with the project accountant, monitor 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 Project Coordinator.
- Close collaboration with country operational staff and project team.
- Liaises regularly with GAIN professional services, Program Services Team, and Knowledge Leadership teams.
- Vendors and Suppliers, Government, NGOs, Private Sector, and others

JOB REQUIREMENTS

Competencies

- Robust and agile project management and accurate and reliable financial administrative skills
- Clear and systematic proactive thinking that demonstrates good judgment, 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 particularly in Bahasa Indonesia
- Strong writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- 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 PowerPoint skills and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems
- Some understanding of the gender and protection dynamics of humanitarian and development work, and the ability to capture this in the analysis and design of interventions
- Understanding of and commitment to adhere to equity, diversity, gender, child safety, and staff health and wellbeing principles

Experience

- Experience working in community development programs with multiple stakeholders such as government, wet food markets, community-based individuals or organizations, and/or non-governmental organizations.
- An understanding of food systems, public sector governance, and/or nutrition is preferable.
- Strong project management and financial-administrative experience.
- Proven teamwork experience.
- Advocacy and/or communications experience an advantage.
- Research and its administrative experience, preferably with mixed methods or qualitative methods (University research studies experience is satisfactory)

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Education

- Undergraduate degree or equivalent with robust experience or Master's degree in relevant area, e.g. public health, development studies, public policy, public administration, or related field.

Other requirements

- Must be willing and able to travel
- Fluent in written and verbal English (desirable)

WHAT GAIN OFFERS

- 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