

Job title:	Project Coordinator, Nutrition Fruit Bars		
Classification:	Grade 4	Direct reports:	0
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 who 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 Project Coordinator in close collaboration with the Portfolio Lead, will have an overall responsibility for the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on tracking the progress and status of project activities. They play a coordination role in GAINs cross-functional project teams and supporting the maintenance of relationships with partners and stakeholders.</p> <p>They are responsible for liaising with stakeholders within their assigned project components and ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards.</p>
<p>Tasks and responsibilities</p> <p>Project Management</p> <ul style="list-style-type: none"> Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners, and implementing countries Contributing to the design, and planning of the scope, activities, and objectives of the project. Drafting the necessary 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. Conducting assessments and taking part in future proposal development. Developing the relevant documentation for the inception workshop for the project. Under the guidance of the Portfolio Lead, planning, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations for presenting at QUADs and input into PRISM. Liaising with Portfolio Lead on issues of course correction and change requests. Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Portfolio Lead issues which require wider attention and resolution. Helping the project manager to monitor risks and develop contingency plans to respond to emergencies. Making an assessment and reviewing the status of projects and providing recommendations to the project manager on approaches and procedures for project implementation Liaise with relevant environment, gender, and safeguarding specialists to ensure that themes are present and relevant in project activities.

- Facilitate implementation of project activities in compliance with the policies and best practice standards of GAIN.

Content Expertise Input

- Builds knowledge on the context, the solution and business opportunity related to the goals and targets of the project
- Collects data and makes initial analysis that informs design and implementation decisions, and gives input for defining ToRs (Terms of References) for hiring expert consultants (link with Resource Coordination)
- In collaboration with the Project Manager/Portfolio Lead, develop project summaries, collate lessons learned and draft best practice documents.
- Proactively support with identifying and manage risks and opportunities to ensure best possible results
- Proactively captures learning throughout the project for improving within the project and beyond (at GAIN and external)
- Support with content for communication about the project in collaboration with GAIN colleagues and partners.

Relationship Coordination

- Contribute to building a positive and inclusive culture and working environment within the office.
- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other relevant organizations.
- Contributing to a culture of mutually accountable partnership with other teams within GAIN that supports programs and projects.
- Work closely with /Portfolio Lead, and the professional services teams (HR, Finance, Legal etc.) to manage the project and deliver effectively.

Resource Coordination

- Supports the Project Manager in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Develop appropriate narrative reporting and financial accounting documentation for the Project Manager's review in order to meet GAIN and donor's requirements.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other report within ethical and procurement standards and guidelines.
- Maintaining a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Ensure timely monthly project reporting on program progress achieved, program plans, changes in direction and challenges encountered.
- Taking on the project management role in the absence of the project manager
- Perform other duties as assigned by management.

Key organizational relationships

- Reports to the Portfolio Lead
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia, and others

JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Ability to coordinate and influence the formulation, implementation, monitoring of international development projects. • Ability to lead effectively, motivate and mobilize individuals especially outside their reporting line. • Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity. • 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. • Diplomacy, tact, and negotiation skills. • 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 private sector and other relevant actors such as regulatory bodies. • 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
<p>Experience</p> <ul style="list-style-type: none"> • Proven experience in project management of value-added food items/products • Experience of working with private sector and good understanding of their perspectives • Previous experience of project management, including financial management • Previous 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 donor reporting & budget management. • Proven experience in food product development and their marketing tools • Experience in group facilitation to ensure effective stakeholder participation and consensus building.
<p>Education</p> <ul style="list-style-type: none"> • Degree in Food Technologies, Project Management, Business Administration, or related field
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing to travel • Fluent in written and verbal English • Knowledge of second language within GAIN's project areas / districts (desirable)
WHAT GAIN OFFERS
<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