

Global Alliance for Improved Nutrition

Job title:	Project Officer, Youth and Nourishing Food Pathways		
Classification:	Grade 3	Direct reports:	0
Work location	Jakarta, 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.

Nearly 3.1 billion¹ people cannot afford a healthy diet. Efforts to ensure "no one is left behind" and everyone is food and nutrition secure are thwarted and negative impacts are multiplied by the convergence of numerous challenges such as climate, conflict, economic instability, health, and poverty. A significant output of the 2021 United Nations Food Systems Summit (UNFSS) is the 100+ food system transformation pathways that countries, Indonesia included, have designed and committed to as their practical road maps to rapidly reshaping food systems for people and the planet. To support countries in these efforts, GAIN launched its multi-stream, Nourishing Food Pathways (or Pathways) program, in Africa and Asia.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Officer under supervision of the Head of Program, works with the project manager, project coordinator and operations teams to support the coordination of project activities. You will be involved in core project activities and provide a range of 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 Project Officer also undertakes various administrative tasks; organizing, coordinating, scheduling and attending meetings with team members, stakeholders, clients and suppliers.</p> <p>This position aims to provide support for the implementation of the GAIN program in Indonesia, particularly on the youth and food system project, and to provide general support for the successful implementation of the Nourishing Food Pathways program in Indonesia. The role will report to the Head of Program at the Country Office, Indonesia.</p>

¹ FAO, IFAD, UNICEF, WFP and WHO. 2022. *The State of Food Security and Nutrition in the World 2022. Repurposing food and agricultural policies to make healthy diets more affordable*. Rome, FAO. <https://doi.org/10.4060/cc0639en>

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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 from project partners.
- Under the guidance of the project manager or program coordinator, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM.
- Liaise with the Head of Programme respective Program coordinator and Program 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.
- 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.

Project documentation and reporting

- Support the Program Coordinator or the Head of Programme in regularly updating PRISM to ensure accurate documentation of project/activity progress for project review meetings.
- Source, collate and compile data and information to support Program Coordinator/Head of Programme to identify emerging issues; track and report on project progress against established milestones and deliverables,
- Support the Program Coordinator or the Head of Programme in 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.
- Support the development of appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities.
- Support the Program Coordinator and the Head of Programme with the preparation of Terms of Reference (TOR) for activities and Request for Proposals (RFP) for appointing executing agencies and support the selection process for the winning bid.
- Elaborate contracts and related documents before inputting into the system to ensure compliance with the standard contracting process and templates and assists in the preparation of complex contracts.
- Coordinate the organization of meetings and workshops for programs, develop meeting agendas, draft presentations and/or briefing notes, ensuring meeting minutes are taken, and disseminating these internally or externally to partners, as necessary. Scheduling and planning for project meetings, events, and conference calls.
- Actively contribute to the organization of various events: roundtables, workshops, meetings and any other events for project planning, re-designing, as well as share learnings with targeted audiences.

Relationship Management

- 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 society, INGOs, government entities, private sector and other organisations.
- Contribute to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Participate in the delivery of capacity building training and in providing needs-based capacity inputs to implementing partners for effective implementation and monitoring of progress of the project.

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- Monitor planned activities in partnership and collaboration with executive agencies, creative agencies, research & evaluation agencies.

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 manager or project coordinator 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 organisational relationships

- Reports to the Head of Programme
- Close collaboration with country operational staff and project team.
- 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.
- Strong 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

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Experience

- Experience in project management
- 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.
- Demonstrable experience in implementing projects activities in food and nutrition sectors with government or international organizations.
- Good knowledge of local public policy/strategic plans; understanding of food systems, Youth and nutrition e.g. agricultural and/or environmental background/experience.

Education

- Degree or equivalent recognized international accreditation in a project management and/or Bachelors' degree in 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)

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