

Global Alliance for Improved Nutrition

Job title:	Project Manager, Workforce Nutrition Alliance
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Classification:	Grade 5	Direct reports:	1 - 5
Work location	Utrecht Netherlands or Nairobi, Kenya	Travel required:	Max 25%

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.

Workforce Nutrition

GAIN's Workforce Nutrition programme aims to improve the nutrition of workers and farmers in low- and middle-income countries or communities. The programme focuses on improving the access and demand for healthier diets using existing business structures as entry point (workplaces or supply chains). Indeed, employers and buyers in supply chains can play an important role in improving workers' diets, ideally as part of a broader approach to worker well-being featuring living wages, gender empowerment and the promotion of healthy lifestyles.

In October 2019, the Workforce Nutrition Alliance was launched by the Consumer Goods Forum (CGF) and the Global Alliance for Improved Nutrition. The Alliance's goals are to advocate for an increased focus on Workforce Nutrition; support and encourage employers to commit to - and implement - workforce nutrition programmes; and monitor progress on these objectives. The Alliance focuses on 4 areas: nutrition education, healthy food at work, nutrition-focused health checks and breastfeeding support. The Alliance is offering a set of tools and resources to design and implement workforce nutrition programmes, including a self-assessment scorecard, a guidebook series and the Workforce Nutrition Masterclass.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Manager provides functional, technical and managerial leadership to Workforce Nutrition Alliance as well as supporting GAINs broader workforce nutrition portfolio.</p> <p>They lead a high performing cross-functional project team, and establish, manage and maintain relationships with relevant partners and stakeholders. They are responsible for the overall project management leadership and ensure the project team implement project activities within approved plans, budget, and quality standards.</p> <p>The Project Manager, throughout the project life cycle, ensures accurate planning, management and reporting of activities, budgets (resources), monitoring, external services and any other key areas required to deliver successful projects.</p>

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Tasks and responsibilities

Project Design, Planning and Implementation

- Provide strategic and technical leadership in the design, planning and implementation of the project as per the GAIN Project Management Guidelines (PMG).
- Define project scope, activities and objectives in line with the GAIN business plans, programme frameworks, and organizational strategic priorities.
- Identify suitable technical partners and propose roles that add value to the project
- Monitor the field and adapt the project activities and implementation modalities accordingly.
- Enable and support team members to conduct assessments and take part in proposal developments.
- Lead the preparation for the inception workshop for the project. Facilitate the inception workshop with support from the other teams in GAIN.
- Facilitate project review meetings at regular cycles and ensure (track) documentation of findings and recommendations in PRISM.

Project Management and Oversight

- Responsible for consulting and/or communicating on any change requests or course corrections.
- Identify, track and resolve project issues on an ongoing basis, and proactively seek support where issues require wider attention and resolution.
- Monitor risks and develop contingency plans to respond to emergencies. Escalate issues when appropriate
- Work with relevant environment, gender and safeguarding specialists to ensure that they are integrated in project designs and implementation plans.
- Ensure that implementation of project activities is in line with the policies and best practice standards of GAIN.

People and Team Management

- Lead a high performing project team consisting of people across the organisation; bringing together the skills, experience and competencies required for successful project delivery.
- Build a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Recruit and manage staff in line with GAIN policies, including performance management, ensuring that they have the necessary induction, training and support as required.
- Coach and/ or mentor the project team members and support the development of their capacity.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles..
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Relationship Management

- Engage key external partners in project design, implementation, and review.
- Represent the project and organisation in external forum as agreed with the Head of Programmes & Policy lead.
- Build and maintain strong partnerships with civil society, INGOs, government entities, private sector and other organisations
- Build and maintain a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Sponsors, and internal GAIN units to manage and delivery effective projects.
- Work closely with GAINs technical teams and monitoring network to ensure projects are implemented in line with the relevant quality standards.

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Resource Management

- Write donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Ensure narrative reporting and financial accounting meet GAIN and donor's requirements.
- Work with international finance to ensure that accurate budgets and forecasting are drawn up for all activities, and that activities costs are kept within budgets.
- Leading on the procurement process by identifying, selecting and managing suppliers within ethical and procurement standards and guidelines.
- Ensure monthly project reporting (in line with GAINs Project Management Standards) to update management on program progress achieved, program plans, changes in direction and challenges encountered.

Key organisational relationships

- Reports to the Programme Lead.
- Line management and mentoring of project support staff.
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Country Offices and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Job-specific competencies

- Vast practical work experience in nutrition, sustainability programmes, and / or relevant social sector programmes.
- Vast practical experience working with the private sector on nutrition/sustainability issues.
- Experience working with business associations globally and within their countries.
- Experience influencing and advocating nutrition/sustainability programmes to employers globally and to their suppliers. Ability to communicate specialist technical knowledge to a wide range of different audiences.
- Experience in developing practical tools for employers and conducting capacity building trainings for HR leads and sustainability leads.
- Sound experience in project management, implementation, grantee oversight within international development / food industry experience

General Competencies

- Excellent project management capabilities.
- Strong team leadership abilities with the ability to motivate and mobilise individuals within or outside their reporting line.
- Clear and systematic thinking which demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, influencing and communication skills.
- Diplomacy, tact and negotiation skills.
- Demonstrable 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 be flexible and adaptable in times of unexpected challenges and provide creative solutions, whilst maintaining the ethos and objectives of the work at all times.
- 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

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Experience

- Proven experience in project management in complex and diverse environments.
- Proven experience technical leadership in a similar field.
- Proven 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 staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Proven ability to use group facilitation to ensure effective stakeholder participation and consensus building.
- Proven ability in donor contracting & budget management.
- Proficiency in English (written and spoken).

Education

- Postgraduate university degree in relevant technical field: Nutrition, Health, Business Administration, or Agribusiness and Supply Chain, or Logistic and Supply Chain Management, or a suitable equivalent is desirable
- Degree or recognized international accreditation in project management.

Other requirements

- Must be willing and able to travel
- Fluent written and verbal English

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