

Global Alliance for Improved Nutrition

Job title:	Project Coordinator– DELIVER Nigeria (DEcent LIVelihoods for small-scale producers delivered through Economic & Resilient food systems in Nigeria)		
Classification:	Grade 4	Direct reports:	1 - 5
Work location	Kano State, Nigeria	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 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>DELIVER Nigeria (DEcent LIVelihoods for small-scale producers delivered through Economic & Resilient food systems in Nigeria) goal is to enhance the livelihoods and income of smallholder farmers, with a specific focus on empowering youth and women and fostering healthier dietary habits within the target population by promoting the increased consumption of a variety of vegetables.</p> <p>The project objectives include.</p> <ol style="list-style-type: none"> 1. Build the capacity of smallholder farmers to produce vegetables as a business and reduce postharvest loss, with a special focus on women and youth participation. 2. Building the capacity of input suppliers to effectively support smallholder farmers; to increase knowledge of business planning and finance options for smallholder farmers and to increase the quantity and diversity of vegetables consumed smallholder farmers. <p>GAIN is seeking Project Coordinator to coordinate the implementation of project activities. Senior Project Manager</p>
<p>Tasks and responsibilities</p> <p>Project Coordination, Planning and Implementation</p> <ul style="list-style-type: none"> • Support the Senior Project Manager in Manager in managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners on the access to finance, post-harvest loss (PHL) and the demand (consumption of vegetables) components. • Contributing to close collaboration with the Senior Project Manager to the design and planning of activities on access to finance for farmers, post-harvest loss (PHL) and production and consumption of vegetables.

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- Drafting the necessary DELIVER Nigeria 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 take part in proposal development.
- Developing the relevant documentation for the inception workshop for the DELIVER Nigeria project.
- Under the guidance of the Senior Project Manager, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in PRISM.

Project Management Coordination

- Liaising with the Senior Project Manager or Project Sponsor on issues of course correction and change requests.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Senior Project Manager issues which require wider attention and resolution.
- Helping the Senior 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 Senior 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.

People and Team Management

- Line manages 1-2 direct junior staff reports, supporting staff career development and managing performance.
- Contribute to building a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Relationship Management

- Contribute to building strong partnerships with the project implementing partners, civil society, INGOs, government entities, private sector and other organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc.) to manage and deliver effective projects.

Resource Management

- Supports the Senior 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 Senior Project Manager review 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 reports 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.

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- In collaboration with the Project Manager, develop project summaries, collate lessons learned and draft best practice documents.
- Taking on the project management role in the absence of the Project Manager.
- Perform other duties as assigned by management.

Key organisational relationships

- Reports to the Project Manager.
- Line management and mentoring of junior project support staff.
- 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

Competencies

- Ability to coordinate and influence the formulation, implementation, and monitoring of international development projects.
- Ability to lead effectively, motivate and mobilise individuals within or outside their reporting line.
- Demonstrate flexibility and openness to change and ability to manage complexities whilst maintaining the ethos and objectives of the work at all times.
- 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 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 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

Experience

- Significant demonstrated experience linking farmers to financial opportunities.
- Experience working on farmer's support programmes and knowledge of local, regional, social, economic, regulatory, business, and political contexts in Nigeria.
- Experience working on financial initiatives targeting women and/or youth.
- Demonstrated experience in project design and management with a focus on agricultural finance and MSME support.
- Strong understanding of Farmers financial needs and the systemic challenges constraining their business and growth

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- Experience in nutrition sensitive agriculture including facilitating food production diversity, improving processing storage and preservation and expanding markets and markets access to women of reproductive age.
- Experience in value chain analysis, farming as a business and engaging market players, inclusive market systems development, facilitating linkages, and creating space for various players in the market to interact and enabling markets to work for the poor.
- Excellent project management skills including multi-stakeholder projects.
- Excellent ability to work with numbers to understand project budgeting and work with Finance colleagues at the design, implementation, and monitoring stages.
- Excellent prioritization and time management skills
- Ability to work independently and within a team environment.
- Flexible, adaptable and able to execute a wide range of job duties taking into account changing priorities.
- Excellent verbal, written and presentation skills with the ability to articulate information to a variety of constituents across cultures.
- Professional maturity, sensitivity to different cultures and impeccable integrity that exemplifies GAIN's values.
- Excellent relationship management and familiarity with managing a wide platform of stakeholders.
- Experience in providing on-the-job and formal training to various partners as well as management of workshops and other public events.
- Proven experience working in an environment requiring collaboration and liaising with government stakeholders, relevant industries, and international organizations.
- High level report writing and presentation skills including experience of presenting to a wide range of audiences.
- 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.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.

Education

- Bachelor's degree in Agriculture, Agricultural Economics, Nutrition, business management, international relations, sustainable development, economics, development studies or related field
- Master's degree in the above fields will be an added advantage.

Other requirements

- Must be willing and able to travel.
- Fluent written and verbal English.
- Ability to speak Hausa is an added advantage.
- 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.