

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Better Dairy for All (BDFA)		
Classification:	Grade 4	Direct reports:	1 - 5
Work location	Bahir Dar, Ethiopia	Travel required:	Up to 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>The Project Coordinator in close collaboration with the Project Manager, has 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. The project coordinator is responsible for supervising the field staff and making sure that the required logistic and supply delivered timely to them. They play a coordination role in GAINs cross-functional project teams and supporting the maintenance of relationships with partners and stakeholders.</p> <p>You 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 Coordination, Planning and Implementation</p> <ul style="list-style-type: none"> • Following the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners, and implementing countries • Contributing to close collaboration with the Project Manager 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 take part in proposal development. • Developing the relevant documentation for the inception workshop for the project. • Under the guidance of the project manager, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in PRISM. • Coordinates the logistic and supply to the field staffs. <p>Project Management Coordination</p> <ul style="list-style-type: none"> • Liaising with Project Manager or Project Sponsor on issues of course correction and change requests.

Global Alliance for Improved Nutrition

- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Project Manager 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.
- Organize the meeting with the stakeholders based on the communication plan.

People and Team Management

- Line manages 3 direct project officer 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 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, operation, Legal, monitoring etc) to manage and deliver effective projects.

Resource Management

- 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.
- Support the project manager in preparing planning and developing report.
- 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.
- 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.
- Draft the procurement plan and share it with the project manager for approval, follow the procurement as per the plan.
- Perform other duties as assigned by management.

Global Alliance for Improved Nutrition

Key organisational relationships

- Reports to the Project Manager
- Line management and mentoring of junior project support staff.
- Close collaboration with the other projects operational staff, policy and advocacy staffs regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government (regional government project stakeholders), 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.
- Ability to deliver the result under pressure.
- Proactive on the change in the environment and respond accordingly.
- 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.
- Ability to coordinate activities and logistics / supplies to the team.

Experience

- Proven experience in project management
- Previous experience with business and project administration systems, including financial administration.
- 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 contracting & budget management.
- Experience in staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.
- Knowledge on dairy value chain in Amhara region is more advantageous.

Global Alliance for Improved Nutrition

Education

- Master's degree in business management, sustainable development, economics, development studies, Agri-business, Agro-economics, Applied human nutrition, public health or related field.
- A Postgraduate qualification in a relevant discipline will be a strong advantage.
- Trainings on the project management is advantageous.

Other requirements

- Must be willing and able to travel.
- Fluent written and verbal English.
- Knowledge of culture in the region

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