Global Alliance for Improved Nutrition

Job title:	Associate, Programme Monitoring and Improvement		
Classification:	Grade 3	Direct reports:	0
Work location	Abuja. 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

Overall purpose

The Programme Monitoring and Improvement Associate will provide technical support to the Nigeria project teams to design, coordinate, and implement the monitoring framework of the country programme. The post holder will provide day to day project monitoring and improvement with evidence related support to the country office.

Specific responsibilities include:

- Support the development of results frameworks / logical frameworks and monitoring plans, as well as the uptake and use of monitoring tools.
- Provide Quality Assurance and oversee the collection of routine monitoring data by implementing agencies and governments to track progress of program activities towards objectives.
- Review and analyse data and prepare reports on monitoring indicators.
- Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs, and other materials.
- Support dissemination of results to appropriate audience, interpretation of data and follow-up / corrective action.
- Support work with selected implementation partners in country on all aspects of project planning and implementation including technical (finalizing protocols, data collection tools, conducting trainings, supervising field work), process (implementation plan development and monitoring, tracking deliverables).

Tasks and responsibilities

Monitoring and programme improvement

- In collaboration with project teams and the Knowledge Leadership (KL) and Programme Services (PST) teams support the development of results frameworks/logical frameworks and monitoring plans, as well as the uptake and use of monitoring tools.

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- Provide Quality Assurance and oversee the collection of routine monitoring data by implementing agencies and governments to track progress of program activities towards objectives.
- Carry out field visits as required to ensure that program progress is on track.

Reporting

- Review and analyze data and prepare reports on monitoring indicators.
- Contribute to analysis of information collected and support all dissemination efforts including writing reports, learning briefs and other materials.
- Support dissemination of results to appropriate audience, interpretation of data and follow-up / corrective action.
- Support the drafting of reports for GAIN, donors, and other partners on program activities, as needed.
- Contribute to keeping project manager, and PMI manager regularly updated on project status (on track or off track) with critical analyses and possible solutions to challenges based on interactions with partner organizations.
- Lead on the appropriate completion and systematic storage for project documents as well as datasets and assessment specific documentation.
- Support and participate in diverse activities to support sharing learnings, under the guidance of the PMI Manager.

Project management

- Work collaboratively with project team members to ensure necessary program planning, monitoring, and improvement functions smoothly and efficiently.
- Support work with selected implementation partners in country on all aspects of project planning and implementation including technical (finalizing protocols, data collection tools, conducting trainings, supervising field work), process (implementation plan development and monitoring, tracking deliverables).
- Provide support for research studies and/or evaluations (as needed).

Key organizational relationships

- Reports directly to the Manager, Country Programme Monitoring, and Improvement.
- Works closely with the project teams as well as the KL and PST teams.
- Liaises regularly with partners, government, and other external stakeholders.

JOB REQUIREMENTS

Competencies

- Excellent project management skills.
- Excellent interpersonal and communications skills.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Analytical with the ability to effectively liaise with research agencies and government offices.
- Able to prioritize, multi-task, work independently, and work well under pressure with frequent deadlines.
- Pragmatic, dynamic and autonomous in style.
- Willingness and ability to work in a multi-cultural, high pressure, results-driven environment.

- Computer literacy with excellent MS office (especially Excel and Access) and expertise in dedicated statistical software and tools

Experience

- Experience in the public health and/or nutrition sector, implementing monitoring, and improvements frameworks supporting operations and participatory research.
- Supporting implementing partners and operationalization of result frameworks and monitoring plans.
- Relevant experience in analyzing data, tracking indicators, and developing and/or strengthening performance monitoring systems.
- Experience in creating an interactive dashboard for visualization using Tableau, Power Bi, or Excel
- Expertise in data management and analysis tools and software is an asset.

Education

- Bachelor's level qualification in Nutrition, Public Health, Data Sciences, Development Studies, Statistics, or related field.
- Master's degree in the above fields will be an added advantage.

Other requirements

- Willingness and ability to travel in country.
- Fluency in English

WHAT GAIN OFFERS
- A competitive renumeration 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.

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