

Global Alliance for Improved Nutrition

Job title:	Project Officer, Behavior Change unit-RFSA		
Classification:	Grade 3	Direct reports:	0
Work location	Quelimane, Mozambique	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.

DESCRIPTION
<p>Overall purpose</p> <p>Save the Children and its partners, Associação Nacional de Extensão Rural (AENA), Global Alliance for Improved Nutrition (GAIN), Rede Homens pela Mudança (HOPEM), Kukumbi, and PCI Media launched the USAID/BHA Okhokelamo ni Solha Resilience Food Security Activity on October 1, 2022. The 5-year program seeks to sustainably improve nutrition outcomes for children under 2 years of age (CU2) in Zambezia. The program will take a life-stages approach to strengthen the skills, capacity, agency, resilience, and confidence of women and adolescent girls, while also engaging adolescent boys, husbands, fathers, and the community at large for collective action to achieve this goal. Okhokelamo ni Solha plans to reach 1,157,575 participants (members of vulnerable and very vulnerable households) in six districts of Zambezia Province. The overall goal of Okhokelamo ni Solha will be achieved through the following objectives:</p> <p>Objective 1: Sustainably improve women's nutrition including in the face of shocks.</p> <p>Objective 2: Improve infant and young child feeding (IYCF)</p> <p>Objective 3: Reduce early pregnancy and improve nutrition among adolescent girls.</p> <p>Gain will take two interventions tested and implemented in Nampula province (Jogos Heroínas and Academia Wapea) which will be adapted to the context of Zambezia province.</p> <p>The Project Officer works with the project manager and operations teams to support the coordination of project activities. They are 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>Project officers also undertake various administrative tasks, organizing, coordinating, scheduling and attending meetings with team members, stakeholders, clients and suppliers.</p>

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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, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM.
- 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.
- Participating in the organization and delivery of training sessions (Jogo das Heroínas and Academia Wapea) for relevant target audiences, including facilitating the delivery of training of trainers' sessions (TOT).
- Facilitating refreshment sessions for the above audiences (according to identified needs and target audiences).
- Facilitating and supervising Jogo das Heroínas and Academia Wapea sessions (including follow-up sessions).
- Overseeing data collection related to implemented activities.
- Reporting on the activities carried out and identifying gaps and propose solutions for interventions follow up.
- Preparing activity progress reports (monthly, quarterly, and annually)

Project documentation and reporting

- Be responsible for the regular updating of PRISM to ensure accurate documentation of project/activity progress for project review meetings.
- Source, collate and compile data and information to identify emerging issues, track and report on project progress against established milestones and deliverables,
- Prepare and maintain project documentation and update PRISM for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.

Relationship Management

- Under the supervision of the project manager , 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 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.

Procurement, Payments and Financial Reporting

- 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 and perform other duties as reasonably assigned.

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Key organisational relationships

- Reports to the Project Manager, RFSA
- 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, Academia 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.
- Excellent 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, 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

- 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.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.

Education

- Degree or equivalent recognized international accreditation in a project management and/or bachelor's 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)

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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