

Job title:	Project Officer - Whey2Value		
Classification:	Grade 3	Direct reports:	0
Work location	Lahore, Pakistan	Travel required:	50 %

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 who 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>GAIN Pakistan is looking for a Project Officer for its Whey2Value Project. The overall objective of the project is to "valorise dairy waste streams to reduce environmental impact and support sustainable business growth and improved human health/nutrition" with three sub-objectives: i) reduced environmental strain caused by dairy processors; ii) sustainable and responsible economic growth and new job creation in the dairy value chain; and iii) improved consumption of nutritious whey-based products by vulnerable populations. In this project, GAIN is working with consortium partners like Arla Foods Ingredients (AFI), Danish Industry (DI), and local dairy processors with the support of DGBP to co-develop a solution repurposing fresh whey into a nutritious food/drink product, preventing waste, nutrient loss, and environmental contamination.</p> <p>The Project Officer works under the guidance of the project manager, and with operations teams to support the implementation and coordination of Whey2Value - Greening the dairy sector in Pakistan project activities. S/he will be 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 GAIN's Project Management Guidelines.</p> <p>Project Officer also undertake various administrative tasks; organizing, coordinating, scheduling and attending meetings with team members, stakeholders, clients and suppliers.</p>
<p>Tasks and responsibilities</p> <p>Project Management Support and Coordination</p> <ul style="list-style-type: none"> • Support and assist the project manager to develop detailed implementation plans of the project. • Conduct 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 meetings with various stakeholders including the industry potential partners for various tasks related to the project. Plan and facilitate the review meetings at regular intervals and prepare documentation of findings and recommendations in PRISM.

- Prepare documents for the QUADS and document any decisions made at the QUADS and update PRISM records accordingly.
- Liaise with the Project Manager on issues of course correction and change requests, escalate and contribute to resolve any project issues.
- Contribute to the drafting of 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.
- 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.

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 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 an effective delivery of project related goods and services.
- 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 in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Ensure the receipt of deliverables and payments to partners, as well as ensure all project related expenses are properly recorded.
- Contribute to accurate project budgeting and forecasting processes.
- Process timely payments to consultants and other service providers, ensuring compliance with GAIN procurement policy.
- Perform other duties as assigned by management.

Key organizational relationships

- Reports to the Project Manager
- 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, and others

JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • 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
<p>Experience</p> <ul style="list-style-type: none"> • 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. • Proven experience in dairy sector projects • Experience working in multi-cultural or international environment desirable.
<p>Education</p> <ul style="list-style-type: none"> • Degree or equivalent recognized international accreditation in a project management and/or Bachelors' degree in nutrition, food sciences, dairy technology, dairy value chain, and business management or related field.
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing and able to travel. • Fluent written and verbal English • Knowledge of second language within GAIN's regional offices (desirable)
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • 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