

Global Alliance for Improved Nutrition

Job title:	Project Coordinator, Workforce Nutrition		
Classification:	Grade 4	Direct reports:	1 - 5
Work location	2 positions in different locations – 1) Addis Ababa, Ethiopia 2) Hawassa, Ethiopia	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 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 Workforce Nutrition Project Coordinator is a key player in improving employee wellbeing across various industries. You'll collaborate with the Senior Project Manager to lead the day-to-day operations of a workforce nutrition project, focusing on implementing workforce nutrition project in large-scale farms, garment factories, and similar sectors.</p> <p>Your core mission is to ensure successful program integration within these companies. This involves meticulous planning, execution, and monitoring of project activities, while building strong relationships with stakeholders. You'll develop project plans tailored to each sector, oversee resource allocation, and manage communication across diverse project teams. Through proactive risk management and continuous evaluation, you'll ensure the project stays on track and achieves its goal: establishing effective employee nutrition programs to enhance workforce health and productivity.</p> <p>The Project Coordinator in close collaboration with Senior Project Manager, has overall responsibility for the day-to-day operational delivery, implementation, and monitoring of workforce nutrition project, specifically focusing on tracking the progress and status of project activities. They play a coordination role in GAINs cross-functional project teams and supporting the maintenance of relationships with partners and stakeholders.</p> <p>They are responsible for liaising with stakeholders of WFN project 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"> Managing workforce nutrition project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners. Contributing to close collaboration with Senior 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.

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- Developing the relevant documentation for the inception workshop for the 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 Project Manager or Project Sponsor on issues of course correction and change requests.
- Identifying, escalating, tracking and resolving workforce nutrition project issues on an ongoing basis, and proactively reporting to the Project Manager issues which require wider attention and resolution.
- Helping 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 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 workforce nutrition 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 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 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 Project Manager's review in order 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 report 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 Senior 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.

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Key organisational relationships

- Reports to Senior Project Manager, SBN/WFN
- 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, 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, the 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

- 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.

Education

- Degree or equivalent recognized international accreditation in a project management and/or Bachelors' degree in business management, international relations, sustainable development, economics and development studies, or related field.

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Other requirements

- 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

- 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