

Global Alliance for Improved Nutrition

Job title	Deputy Country Director and Head of Programs, Kenya		
Classification:	Grade 7	Direct reports:	1 - 5
Work location	Nairobi, Kenya	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 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>Under the supervision of the Country Director (CD), the Deputy Country Director (DCD) works with the country teams to provide proactive management support, coordinated guidance, and quality technical assistance. The Deputy Country Director plays a pivotal role in ensuring a cross-leadership relationship with country and headquarters teams, maintaining a dynamic, open, and collaborative team environment. The Deputy Country Director will support the Country Director in fulfilling the vision and mission of the organization in relation to its Business Plan. In the absence of the CD, the DCD will serve as the principal point of contact for procedural and substantive matters that affect the GAIN Kenya office.</p> <p>As part of the GAIN Kenya Senior Management Team, the DCD will collaborate with other senior leaders to ensure organizational efficiency and effectiveness is achieved at strategic level.</p> <p>Job Summary:</p> <p>The successful candidate will provide leadership and coordination for critical project needs, programmatic support to field work across all departments with a particular focus on planning, monitoring, execution, project reporting and new project development for a diverse array of donors funding sources, tracking contracts and grants implementation, ensuring proper grants launch and closing, onboarding of project team members, assisting with staff capacity building and working with all department across functional areas to ensure timely delivery of programs in country.</p>
<p>Tasks and responsibilities</p> <p><u>Strategic leadership</u></p> <ul style="list-style-type: none"> Working closely with the CD, support the implementation of the Business Plan and maximizes impact to transforming local food systems for better nutrition. Support the Country Director in promoting the culture of high performance through implementing necessary processes to measure performance against key indicators and member's satisfaction, monitoring levels and taking corrective action to ensure on-going measurable improvement of the Country Office

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- Working with the CD on the planning and tracking of progress on the implementation of the Business Plan (BP), including the development and review of annual work plans to support the vision as set out in the BP.
- In close coordination with the CD, build relationships with external constituents for the purposes of advocacy, influencing, and identification of appropriate partner organizations.
- Supporting the CD in the building of a strong sourcing network and long-term pipeline of programme investments and impact grants.

Programme Design and Implementation

- Lead the program team to conceptualize and operationalize impactful interventions to improve nutrition outcomes in Kenya, including providing leadership in design and implementation.
- Lead and provide management support to the implementation of all projects and ensuring effective and successful delivery of the project milestones and results, ensuring an appropriate programme or project management framework in line with GAIN's Project Management Process.
- Ultimately responsible for ensuring the high quality and timely delivery of donor reporting (narrative and financial) for all projects, as well as compliance with GAIN's internal reporting processes.
- Ensure that respective donors' contractual requirements, and all relevant laws and regulations of Kenya, are fully adhered to by the team, by overseeing the development and implementation of appropriate plans to meet requirements.
- Lead in the development of all project proposals within the framework of the country Business Plan and global initiatives.
- Support in establishing, maintaining, and improving active and regular working relationships with host government authorities, donors and partner agencies, the UN system, and local and international NGOs.
- Maintain regular communications and interactions with the international donor and NGO community to ensure awareness of GAIN's programmes.

Deputising for the Country Director

- Provide overall leadership to GAIN staff, coach, mentor and motivate team members and ensure team synergy, including leading the senior direct reports.
- Ensure staff within the Country Office uphold GAIN Values and Code of Conduct, including the development of and support to a culture & work environment that reflects GAIN's values.
- In close coordination with the Head of Operations and country teams ensure the safety of GAIN staff, consulting across the organisation where necessary, and in accordance with both local and global directives and/or guidelines.

Financial management

- Oversees and ensures effective delivery of programmes in line with budgets.
- Work with the Head of Policy & advocacy and the Head of Operations to coordinate the programmes portfolios' financial execution and reporting.
- Manage and monitor expenditure against budgets for strategic and annual programmatic plans in adherence to financial guidelines while ensuring value for money.
- Carry out regular budget monitoring and forecasting to ensure spend within the agreed budget parameters.

Resource mobilization, advocacy and communication

- Acts as an advocate for private sector engagement in nutrition in Kenya, on behalf of GAIN.
- Plan, guide and showcase GAIN Kenya programmatic service delivery, research and achievements.
- Ensure that learning from the programme experiences are well documented and the evidence is used to further inform programming, as well as advocacy and policy and resource mobilization work.

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People management & development

- Line manage a number of direct reports including supporting work plan development and performance management.
- Develop team members in order to maximize their contribution to the team and organisation;
- Coach, guide and mentor leaders within programme team and the department so that they are effective as leaders and managers in managing their teams.
- Ensure the recruitment, management and development of high performing team in line with the demands of the programmatic strategy.

Key organizational relationships

- Reports to Country Director
- Line management and mentoring of GAIN Project Managers.
- Close collaboration with the Head of Operations, Head of Policy and advocacy, and technical specialists.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Competencies

- Excellent management, leadership, planning and strategic skills.
- Ability to use initiative, multi-task, and work well under pressure to meet deadlines.
- Excellent communication skills, presenting clear and structured arguments with strong interpersonal and negotiation skills, able to win donors' commitment to a common vision and clearly stated goals.
- Excellent people management and leadership skills,
- Ability to work as part of, and lead, a multicultural team.
- Strong skills in developing strategies, conceptualizing programs and demonstrating impact on a large scale.
- Excellent networking, influencing, negotiation and advocacy skills
- Excellent analytical and problem-solving skills.

Experience

- Substantial management experience (some of which must have been in a senior leadership position) in leading international/economic development projects in multi-cultural environments working with and through governments, the private sector, civil society, and other partnerships.
- Strong experience in donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes.
- Strong experience in managing budgets
- Experience in building effective personal networks at a senior level, showing track record on successful fundraising with statutory, private and corporate donors.
- Strong people management and leadership experience within a multicultural environment
- Demonstrated in-depth understanding of program issues and policy work at organizational, national and international levels. Understanding of key trends in international and humanitarian development.
- Broad understanding of the nutrition-food systems nexus, public health and community development.
- Demonstrated success in building and managing multi-disciplinary teams

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Education

- Masters' degree level preferably in Nutrition, Food Science/Technology, Agriculture, Public Health, or Development
- A formal project management qualification is desirable

Other requirements

- Fluent in written and verbal English.
- Proficiency in Kiswahili is highly desirable
- A willingness and ability to travel in Country and overseas as and when required

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

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GAIN is committed to equality of opportunity and to eliminating discrimination. All staff are expected to follow **GAIN Values**:



Our commitment to safeguarding

GAIN is committed to creating a safe and inclusive environment where all staff, volunteers, and job applicants are treated with dignity and respect. We are also committed to safeguarding the communities we work with. We have a zero-tolerance approach to any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, exploitation and abuse of power or trust.

Safeguarding is integral to our recruitment practices, and we have robust procedures in place to prevent any form of harm, abuse, or discrimination.

As part of our commitment to safeguarding, all successful candidates will undergo thorough background checks and vetting procedures, which can include references, criminal records and terrorist finance checks where applicable, in accordance with our Safeguarding Policy.

We provide comprehensive training and support to our staff and volunteers and associates to raise awareness of safeguarding issues and ensure they are equipped to recognise and respond to concerns effectively.

By applying for a position with GAIN, you agree to uphold our safeguarding principles and contribute to maintaining a safe and supportive environment for all individuals.