

Global Alliance for Improved Nutrition

Job title:	Project Officer, Workforce Nutrition		
Classification:	Grade 3	Direct reports:	0
Work location	Jakarta, Indonesia	Travel required:	10%

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>Workforce Nutrition (WFN)</p> <p>GAIN's Workforce Nutrition programme aims to improve the nutrition of workers and farmers in low- and middle-income countries or communities. The programme focuses on improving the access and demand for healthier diets using existing business structures as entry point (workplaces or supply chains). Indeed, employers and buyers in supply chains can play an important role in improving workers' diets, ideally as part of a broader approach to worker well-being featuring living wages, gender empowerment and the promotion of healthy lifestyles.</p> <p>The programme builds on evidence which shows that employers also benefit from effective workforce nutrition programmes: iron deficiency, low or high-body mass indices, and hypoglycaemia from skipped meals all lower work capacity or productivity. Providing healthy and varied food choices at work can reduce the risk of non-communicable diseases and provide enough energy and nutrients to perform tasks: this in turn reduces rates of accidents and absenteeism, increases productivity, and decreases mistakes.</p> <p>In October 2019, the Workforce Nutrition Alliance was launched by the Consumer Goods Forum (CGF) and the Global Alliance for Improved Nutrition. The Alliance's goals are to advocate for an increased focus on Workforce Nutrition; support and encourage employers to commit to - and implement - workforce nutrition programmes; and monitor progress on these objectives. The Alliance focuses on 4 areas: nutrition education, healthy food at work, nutrition-focused health checks and breastfeeding support. The Alliance is offering a set of tools and resources to design and implement workforce nutrition programmes, including a self-assessment scorecard, a guidebook series and the Workforce Nutrition Masterclass.</p> <p>The Project Officer works with the Head of Program and Senior Policy Advisor and operations teams to support the coordination of Workforce Nutrition Alliance program in Indonesia, as well as supporting GAIN's broader workforce nutrition portfolio. 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</p>

Global Alliance for Improved Nutrition

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.

Project officers also undertake various administrative tasks; organizing, coordinating, scheduling and attending meetings with team members, stakeholders, clients and suppliers.

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 Head of Program and Senior Policy Advisor, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM.
- Liaise with the Head of Program and Senior Policy Advisor 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.
- Convene GAIN staff working on workforce nutrition to share news of projects and learnings.

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.
- Support the development of appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities

Self-assessment scorecard

Support the roll-out and continuous development of the self-assessment scorecard for the Workforce Nutrition Alliance. This will include:

- Support the development and roll-out of potential new scorecard variations/settings in the future.
- Serve as a focal point for private sector partners who face any challenges with filling out the scorecard for their setting.
- Identify opportunities for improvement of the scorecard, and coordinate this with the technical consultant.
- Manage website content and identify opportunities for improvement.
- Lead the development and roll-out of a self-assessment scorecard dashboard.

Monitoring, Reporting and Learning

Oversee the Workforce Nutrition Alliance monitoring and learning across countries and sectors to ensure delivery to the highest possible standard. This will include:

- Oversee monitoring for the Workforce Nutrition Alliance and develop relevant digital tools and resources to further progress this. Ensure alignment with and integrate insights of the Consumer Goods Forum, the co-lead of the Workforce Nutrition Alliance.

Global Alliance for Improved Nutrition

- Work closely together with GAIN country offices (where there is interest) to ensure high-quality monitoring. Support the development of monitoring tools where needed.
- Collaborate with Knowledge Leadership focal point(s) on M&E framework support including roll-up indicators, theory of change/logic model, results framework, and monitoring templates.
- Support reporting of the global program.
- Support continuous learning and improvement for the Workforce Nutrition Alliance and GAINs broader workforce nutrition portfolio.
- Support private sector partners that are interested in improving their workforce nutrition monitoring.
- Coordinate and contribute to WFN publications (globally and for the countries).
- Coordinate reporting for global projects in the Workforce Nutrition programme.

Relationship Management

- Engage key external partners in project design, implementation, and review.
- Represent the project and organization in an external forum as agreed with the Head of Programs & Senior Policy Advisor.
- Under the supervision of the Head of Program, 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 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.
- Work closely with Project Sponsors, and internal GAIN units to manage and deliver effective projects.
- Work closely with GAIN's technical teams and monitoring network to ensure projects are implemented in line with the relevant quality standards.

Project procurement and financial administration

- 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 Head of Program 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.
- Perform other duties as assigned by management.

Fundraising Activities

- Contribute to the fundraising activities of GAIN's Workforce Nutrition programme and the Workforce Nutrition Alliance.
- Contribute to the development of proposals for new funding.
- Provide technical support to the Development Office on bids relating to workforce nutrition.

Global Alliance for Improved Nutrition

Key organisational relationships

- Reports to the Head of Program
- Close collaboration with country operational staff and project team.
- Works closely together with the global workforce nutrition team and the knowledge leadership teams.
- Exchanges strategies with GAIN workforce nutrition team in Ethiopia, Nigeria, India, Uganda, Bangladesh.

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.
- Strong 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, 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

- Experience in international project management
- Previous experience with experience in nutrition, sustainability programmes, and / or relevant social sector projects, 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.
- Sound experience in supporting project implementation.

Education

- Master degree (desirable) or minimum experienced 4 years in International organization or equivalent recognized international accreditation in a project management and/or bachelor's degree in business management, international relations, sustainable development, economics, development studies, Agribusiness and Supply Chain, or Logistic and Supply Chain Management, Nutrition, Health or related field.

Other requirements

- Must be willing and able to travel
- Fluent written and verbal English

Global Alliance for Improved Nutrition

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