

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Monitoring and Improvement Officer		
<b>Classification:</b>	Grade 3	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Addis Ababa, Ethiopia	<b>Travel required:</b>	Up to 40%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. We aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people 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><b>About the role</b></p> <p>The Project Monitoring and Improvement officer will provide technical support to the Ethiopia project teams in the design, coordination, and implementation of the monitoring framework of the country programme. The postholder will provide day to day project monitoring and improvement with evidence related support to the country office.</p> <p><b>Specific responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Support the development of results frameworks / logical frameworks and monitoring plans, as well as the uptake and use of monitoring tools.</li> <li>• The postholder may have a role of collecting directly routine monitoring data by implementing agencies and governments to track progress of program activities towards objectives.</li> <li>• Review and analyze data and prepare reports on monitoring indicators in timely manner.</li> <li>• Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs, and other materials.</li> <li>• Support dissemination of results to appropriate audience, interpretation of data and follow-up / corrective actions.</li> <li>• Technical Support and work with selected implementation partners in country on all aspects of project planning and implementation</li> <li>• Develop checklists and coordinate joint monitoring among wider team from the planning to the report development and follow-up of action points.</li> </ul>

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### Tasks and responsibilities

#### Monitoring and program improvement

- In collaboration with Knowledge Leadership (KL), Country Programme Team (CPT), Programme Services (PST) and project teams, support the monitoring plans, as well as the uptake the use of monitoring tools.
- Manage the collection of routine monitoring data by implementing partner and governments to track progress of program activities towards objectives.
- Carry out field visits as required to ensure that project progress is on track.

#### Reporting

- Contribute to analysis of information collected and support all dissemination efforts including writing reports, learning briefs and other materials.
- Support dissemination of results to appropriate audience, interpretation of data and follow-up / corrective action.
- Support the drafting of reports for GAIN, donors, and other partners on program activities, as needed.
- Contribute to keeping project manager, and Monitoring manager regularly updated on project status (on track or off track) with critical analyses and possible solutions to challenges based on interactions with partner organizations.
- Lead on the appropriate completion and systematic storage for project documents as well as datasets and assessment specific documentation.
- Support and participate in diverse activities to support sharing learnings, under the guidance of the Monitoring Manager.

#### Teamwork

- Work collaboratively with project team members to ensure necessary program planning, monitoring, and improvement functions smoothly and efficiently.
- Technical Support and work with selected implementation partners in country on all aspects of project planning, implementation and processing.
- Provide support for research studies and/or evaluations (as needed).

### Key organizational relationships

- Reports directly to the program Monitoring Manager.
- Works closely with the project teams as well as the Core CPT, KL and PST teams.
- Liaises regularly with partners, government, and other external stakeholders.

## JOB REQUIREMENTS

### Competencies

- Excellent project management skills.
- Excellent interpersonal and communications skills.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Analytical with the ability to effectively liaise with research agencies and government offices.
- Able to prioritize, multi-task, work independently, and work well under pressure with frequent deadlines.
- Pragmatic, dynamic and autonomous in style.
- Willingness and ability to work in a multi-cultural, high pressure, results-driven environment.

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<ul style="list-style-type: none"> <li>• Computer literacy with excellent MS office (especially Excel and Access) and expertise in dedicated statistical software and tools such as Kobo, ODK, Google Forms, Survey CTO, Comcare etc. to conduct surveys.</li> <li>• Experience delivering M&amp;E trainings experience in organizing performance reviews and learning events.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Evident monitoring &amp; evaluation experience and preferably within an INGO setting.</li> <li>• Practical knowledge of monitoring and evaluation methodologies, including development of log frames, result, theories of change, and assessment/evaluations.</li> <li>• Relevant experience in analyzing data, tracking indicators, and developing and/or strengthening performance monitoring systems.</li> <li>• Experience in creating an interactive dashboard for visualization using Tableau, Power Bi, or Excel</li> <li>• Expertise in data management and analysis tools and software is an asset.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Education at bachelor's degree level or equivalent in social science, Development studies, Economics, Statistics, Data Science, Public Health or related field.</li> <li>• Masters in a relevant field an asset.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Must be willing and able to travel</li> <li>• Fluent written and verbal English</li> <li>• Knowledge of second language within GAIN's regional offices (desirable)</li> </ul>

<p><b>WHAT GAIN OFFERS</b></p>
<ul style="list-style-type: none"> <li>• A competitive remuneration package</li> <li>• Flexible working hours through hybrid working opportunities</li> <li>• Friendly working environment</li> <li>• Professional development opportunities</li> <li>• The chance to make a lasting contribution to reducing global malnutrition</li> </ul>