

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Officer, Vegetables for All
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<b>Classification:</b>	Grade 3	<b>Direct reports:</b>	0
<b>Work location</b>	Kenya (Nairobi, Kiambu, Mombasa, Nakuru).	<b>Travel required:</b>	Limited

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><b>Overall purpose</b></p> <p>The Project Officer, in close collaboration with the Project Coordinator, will assist in the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on tracking the progress and status of project activities. The Project Officer will be involved in supporting the planning of the field activities and the administrative part of planning the activities.</p> <p>The Project Officer will play a support role in assisting the Project Coordinator to liaise with stakeholders within their assigned project components.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Project support, Planning and Implementation</b></p> <ul style="list-style-type: none"> <li>• Support the project coordinator in the implementation of access, demand, enabling environment activities within the implementing counties.</li> <li>• Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners, and implementing counties.</li> <li>• In close collaboration with the Project Coordinator contribute to the planning of the scope, activities, and objectives of the project.</li> </ul>

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- In close collaboration with the Project Coordinator draft 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.
- Support in developing relevant documentation including but not limited to monthly and annual reports as per GAIN, donor and government requirements.
- Participate and assist the project coordinator in coordinating and scheduling project review meetings at regular cycles.

### Project Operations

- Work in close collaboration with the project coordinator to ensure that all the implementing agencies are monitored to deliver the stated objectives within the required timelines. Conduct regular field monitoring visits of the activities to ensure that the project is well implemented.
- Support the development of appropriate communication materials, technical documents, advocacy briefs and related materials to drive key project activities.
- Support in ensuring that the market facilitators supply vegetables to the respective FoodFiti Zones.
- In close consultation with project coordinator, ensure project data is recorded in a timely and accurate manner, compliant with GAIN standards.
- Under the supervision of the project coordinator, ensure that the project stakeholders or partners are well managed.
- Follow up with implementing to ensure timely submission of reports and prepare timely monitoring reports with findings and recommendations.
- Support the planning and organization of Community of Practice events within the county.

### **Key organizational relationships**

- Reports to the Project Coordinator
- Close collaboration with the other projects and operational staff.
- County teams

## **JOB REQUIREMENTS**

### **Competencies**

- Strong project operations management, administrative, networking and communication skills.
- Highly motivated with the ability to work independently and able to deliver high quality work and achieve milestones within tight deadlines.
- Flexible and well organized, quick to learn.
- Good team player, able to work effectively as part of a multicultural, distributed team.
- Strong written and verbal communication and presentation skills, including a proven ability to communicate diverse and disparate information and messaging in simple and concise formats.
- Excellent knowledge in Microsoft Word, Excel and PowerPoint skills with proven experience.

### **Experience**

- Previous work experience in programme operations support role.
- A background in project management or involvement in projects
- Experience with an international development organization
- Experience with nutrition, food systems, public-private sector partnerships is an added advantage.

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### Education

- Bachelor's degree in business administration, international relations, communication or other related field or equivalent work experience

### Other requirements

- Business English, written and verbal is essential.
- Ability to travel within the county and country.

### 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