

Global Alliance for Improved Nutrition

Job title:	Project Officer – Human-Centered Design & Co-Innovation		
Classification:	Grade 3	Direct reports:	0
Work location	Abuja, Nigeria / Addis Ababa, Ethiopia	Travel required:	15%

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.

GAIN's Social Protection programme seeks to improve access to nutritious foods for the most vulnerable consumers, particularly those living in extreme poverty. Our approach to enhancing the nutrition-sensitivity of social protection systems focuses heavily on supporting system actors to improve the designs of social protection through human-centered design (HCD) and co-innovation. This work is supported by GAIN's [HCD Toolkit for Nutrition-Sensitive Social Protection](#) and our recent initiative to establish a co-innovation platform for nutrition-sensitive social protection.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Officer works with the Programme Lead, Social Protection to support the implementation of co-innovation partnerships and human-centered design (HCD) processes under the global social protection portfolio. They are responsible for coordinating resources and plans for various HCD processes in social protection projects across country contexts, and for providing administrative support for GAIN's co-innovation platform for nutrition-sensitive social protection.</p> <p>The Project Officer shall support the global Social Protection team to ensure HCD- and co-innovation-related project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with GAINs Project Management Guidelines.</p>
<p>Tasks and responsibilities</p> <p><u>HCD Process Coordination</u></p> <ul style="list-style-type: none"> • Support global and in-country social protection programme teams in developing agendas and organizing logistics/operational characteristics of HCD processes for various projects, in alignment with GAIN's HCD Toolkit for Nutrition-Sensitive Social Protection • Conduct trainings for project staff and partners on appropriate HCD facilitation methods and tools, and, when required, contribute to the facilitation of HCD processes for various projects • Liaise with the Programme Lead or Project Coordinator on issues of course correction and change requests pertaining to HCD activities

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- Support data processing, documentation, and reporting for HCD processes in alignment with project workplans and donor reporting needs

Co-Innovation Platform Administrative Support

- Under the supervision of the Programme Lead and in close consultation with the global social protection team, oversee all administrative aspects of GAIN's Co-Innovation Platform for Nutrition-Sensitive Social Protection
- Monitor the status and progress of co-innovation partnerships and processes housed on the Platform
- Support the Programme Lead and country-based social protection staff to manage recruitment and retention of Platform members and co-innovation partnership participants
- Work closely with GAIN's communications and policy teams to curate and manage informative, relevant content to be shared through the Platform to co-innovation partners and broader audiences
- Contribute to accurate project budgeting and forecasting processes
- Liaise with GAIN's legal team to coordinate and execute appropriate institutional arrangements for co-innovation partnerships facilitated on the Platform
- Participate in routine collection and reporting of key performance indicators for the Platform, including reach, engagement, and impacts
- Support the Programme Lead and Project Coordinator in preparing donors' reports pertaining to the Co-Innovation Platform in collaboration with project teams

Key organisational relationships

- Reports to the Programme Lead, Social Protection
- Close collaboration with members of the global Social Protection team
- Liaises regularly with GAIN professional services, operations, and country-based social protection teams
- Vendors and Suppliers, Government, NGOs, Private Sector, and others

JOB REQUIREMENTS

Competencies

- Strong project administration and support skills
- Clear and effective communicator within and across diverse stakeholder groups
- Demonstrable technical understanding of innovation and human-centered design (HCD) processes
- 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
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

Experience

- Experience in project management
- Demonstrable exposure to HCD processes and techniques
- Previous experience with project administration systems
- Some experience managing online platforms/communities
- Proven ability to execute administrative tasks in a timely manner
- Experience working in multi-cultural or international environment desirable

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Education

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

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