

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Manager, Community Engagement		
<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Kigali, Rwanda	<b>Travel required:</b>	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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Project Manager will provide functional, technical and managerial leadership for the project in the thematic area. Community Based Nutrition focused component activities specifically focusing developing targeted social behaviour change campaigns to improve infant and young child feeding, and the implementation of emotional demonstrations (emo-demos) in Western Province in the districts of Rusizi, Nyamasheke, Karongi, Rutsiro, and Nyabihu at community nutrition centers, ECD centers and tea estates.</p> <p>They will do this closely collaborating with the partner organization on the ground in the five districts, community health workers (CHWs), ECD volunteers, health workers and tea estate workers. The Project Manager, Community Engagement will also ensure maintaining of relationships with partners and stakeholders like Rwanda MOH, National Child Development Agency (NCDA), district authorities, and close collaboration with other GAIN value chain activities in the districts to ensure complementarity, and synergies to maximize impact.</p> <p>They will also be responsible for liaising with other key stakeholders both at the district and national level, ensuring that project output and activities are successfully implemented within approved plans, budget, timeline, and quality standards. Specifically, the position holder will attend the national nutrition technical working group under NCDA and the Nutrition and Food Security Sub Sector Working Group under MINAGRI.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Technical responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead the design and implementation of community mobilization strategies for maternal and early childhood nutrition.</li> <li>• Oversee the development and delivery of tailored Social Behaviour Change Campaigns(SBCC) using GAIN's 'campaign in a box' approach to promote optimal nutrition practices, focusing on maternal and child nutrition.</li> <li>• Work with GAIN's technical programme team to contextualise and adapt the emo-demos to the Rwandan context.</li> </ul>

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- Lead participatory processes involving local stakeholders to develop SBCC campaigns and emo-demos ensuring culturally appropriate and relevant messaging.
- Design and implement activities on tea estates together with the Head of Programs.
- Build capacity of local leaders, community health workers (CHWs), and ECD volunteers to deliver project activities.
- Establish and maintain partnerships with local government bodies, health facilities, and community organizations.
- Actively engage in multi-sectoral platforms at the district level to align project activities with local development priorities
- Lead the learning agenda for the community-based component.

### Project Management and Oversight

- Manage the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from the contractor.
- Work in close collaboration with the Head of Programs to design, and plan the scope, activities and objectives of the project in alignment with the proposal submitted to the donor and draft key project documents as per the GAIN Project Management Guidelines (PMG) i.e results framework, work plans etc.
- Develop relevant documentation for the inception workshop for the project and conduct assessments defined in the proposal.
- Under the guidance of the Head of Programs, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM.
- Responsible for consulting and/or communicating on any change requests or course corrections.
- Identify, track and resolve project issues on an ongoing basis, and proactively seek support where issues require wider attention and resolution.
- Monitor risks and develop contingency plans to respond to emergencies. Escalate issues when appropriate
- Work with relevant environment, gender and safeguarding specialists to ensure that they are integrated in project designs and implementation plans.
- Ensure that implementation of project activities is in line with the policies and best practice standards of GAIN.

### People and Team Management

- Lead a highly performing project team consisting of people across the organisation; bringing together the skills, experience and competencies required for successful project delivery.
- Build a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Recruit and manage staff in line with GAIN policies, including performance management, ensuring that they have the necessary induction, training and support as required.
- Coach and/ or mentor the project team members and support the development of their capacity.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

### Relationship Management

- Engage key external partners in project design, implementation, and review.
- Represent the project and organisation in external forums as agreed with the Head of Programmes & Policy lead.
- Build and maintain strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Build and maintain a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Sponsors, QUADs and the POC to manage and deliver effective projects.

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- Work closely with GAINs technical teams and monitoring network to ensure projects are implemented in line with the relevant quality standards.

### Resource Management

- Write donors' reports in collaboration with project teams, technical teams, funding teams and support teams.
- Ensure narrative reporting and financial accounting meet GAIN and donor's requirements.
- Work with international finance to ensure that accurate budgets and forecasting are drawn up for all activities, and that activities costs are kept within budgets.
- Leading on the procurement process by identifying, selecting and managing suppliers within ethical and procurement standards and guidelines.
- Ensure monthly project reporting (in line with GAINs Project Management Standards) to update management on program progress achieved, program plans, changes in direction and challenges encountered.

### Key organisational relationships

- Reports to the Head of Programmes.
- Line management and mentoring of project support staff.
- Close collaboration with the other projects and operational staff.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

## JOB REQUIREMENTS

### Competencies

- Very good understanding of current food systems and nutrition trends in Rwanda and able to identify knowledge and practice gaps.
- Ability to coordinate and influence the formulation, implementation, monitoring of national and international development projects especially community-based nutrition.
- Ability to lead effectively, motivate and mobilise individuals within or outside their reporting line.
- Demonstrate flexibility and openness to change and ability to manage complexities whilst maintaining the ethos and objectives of the work at all times.
- Clear and systematic proactive thinking that demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, communication and influencing skills
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Diplomacy, tact and negotiation skills.
- 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 advanced knowledge of spreadsheet and database packages, experience in web-based management systems.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

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### Experience

- Proven experience in project management and implementation of nutrition activities targeting women and children in Rwanda
- Proven experience in delivering innovative Social Behaviour Change and non-traditional nutrition education interventions.
- Previous experience with business and project administration systems, including financial administration
- Previous experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Proven ability in donor contracting & budget management.
- Experience in staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.

### Education

- Degree or equivalent recognized international accreditation in a project management and/or master's degree in nutrition, public health, sustainable development, Early childhood development, or related field.

### Other requirements

- Must be willing and able to travel to field locations.
- Fluency in English and local dialect especially Kinyarwanda highly preferred.

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities