

Global Alliance for Improved Nutrition

Job title:	Project Manager, Food System & Climate Change Adaptation		
Classification:	Grade 5	Direct reports:	1 - 5
Work location	Dhaka, Bangladesh	Travel required:	>40%

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. GAIN, in a consortium, has been implementing a project titled 'Climate Action at Local Level (CALL)' to execute comprehensive set of interventions in Bangladesh by strengthening public and private actors to manage climate risks and reduce disaster risks in a sustainable manner, but also by supporting inclusive growth and economic resilience to disaster and climate change and by improving social well-being for all, especially in the priority areas that are prone to climate risks or natural disasters. GAIN is expanding its efforts to improve the diets of low-income, high-need consumers in the countries we work in through climate resilient food system. In Bangladesh, GAIN supports the Government of Bangladesh's efforts to enhance resilience of vulnerable groups confronted with climate-hazards, economic, social, and other shocks. and creates opportunities for upward social and economic mobility with long term outcome of improving nutritional status of all. Our approach complements existing government efforts to achieve Sustainable Development Goals. GAIN Bangladesh intends to hire a Project Manager to serve as the focal point for project implementation and stakeholder relationship management on food system and climate change adaptation in Bangladesh.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Manager, Food System and Climate Change Adaptation provides functional, technical and managerial leadership to projects and teams in the thematic area of CALL project.</p> <p>They lead a high performing cross-functional project team and establish, manage and maintain relationships with relevant partners and stakeholders. They are responsible for the overall project management leadership and ensure the project team implement project activities within approved plans, budget, and quality standards.</p> <p>The Project Manager, throughout the project life cycle, ensures accurate planning, management and reporting of activities, budgets (resources), monitoring, external services and any other key areas required to deliver successful projects. They will work under the supervision of the Portfolio Lead of Drivers of Food Systems Transformation (DFST) and in coordination and aligning with the global and country leadership teams.</p>

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Tasks and responsibilities

Project Design, Planning and Implementation

- Provide strategic leadership in the design, planning and implementation of the project as per the GAIN Project Management Guidelines (PMG).
- Define project scope, activities and objectives in line with the GAIN business plans, programme frameworks, and organizational strategic priorities.
- Monitor the context dynamics and adapt the project activities and implementation modalities accordingly.
- Enable and support team members to conduct assessments and take part in proposal developments.
- Lead the preparation for the inception workshop for the project. Facilitate the inception workshop with support from the other teams in GAIN.
- Facilitate project review meetings at regular cycles and ensure (track) documentation of findings and recommendations in PRISM.

Project Management and Oversight

- 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 and climate hazards. 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 high 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 forum as agreed with the Portfolio Lead/Head of Program.
- Build and maintain strong partnerships with civil societies, I/NGOs, government entities, private sectors 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 delivery effective projects.
- Work closely with GAINs technical teams and monitoring network to ensure projects are implemented in line with the relevant quality standards.
- Contributing to a culture of mutual accountable partnership with the CALL consortium and other teams within GAIN supporting programmes and projects.

Resource Management

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- Write donors' reports in collaboration with project teams, technical teams, funding team 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 GAIN's Project Management Standards) to update management on program progress achieved, program plans, changes in direction and challenges encountered.

Key organisational relationships

- Reports to the Portfolio Lead/Head of Programme.
- Line management and mentoring of project support staff.
- Close collaboration with CALL Consortium, the other projects and operational staff.
- Liaises regularly with GAIN Programme team, Operation team, and Knowledge Leadership team.
- Government, Donors, I/NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Competencies

- Excellent project management capabilities particularly managing food system transformation and climate change adaptation related projects.
- Knowledge of current global and local (Bangladesh) food system, climate hazard & its implication, nutrition service governance and socio-economic demography.
- Strong team leadership abilities with the ability to motivate and mobilise individuals within or outside their reporting line.
- Clear and systematic thinking that demonstrates good judgement, expert problem solving, and creativity.
- Good interpersonal, influencing and communication skills.
- Diplomacy, tact and negotiation skills.
- Demonstrable 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 be flexible and adaptable in times of unexpected challenges and provide creative solutions, whilst always maintaining the ethos and objectives of the work.
- Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil societies and the private sectors.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.

Experience

- Proven experience in project management in complex and diverse environments.
- Proven experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Practical experience on capacity building of Multi-Stakeholder Platform (MSP), Nutrition Coordination Committees at District & Sub-district levels as per guidance from National Plan of Action for Nutrition.
- Proven ability in staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Proven ability to use group facilitation to ensure effective stakeholder participation and consensus building.
- Proven ability in donor contracting & budget management.

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<ul style="list-style-type: none"> • Proficiency in English (written and spoken).
<p>Education</p> <ul style="list-style-type: none"> • Master's degree in agriculture, food science, nutrition, environment science, development studies or related social sciences.
<p>Other requirements</p> <ul style="list-style-type: none"> • Must be willing and able to travel • Fluent written and verbal English
<p>WHAT GAIN OFFERS</p>
<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