

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Manager, Programme Monitoring and Improvement (PMI)		
<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Abuja, Nigeria	<b>Travel required:</b>	Up to 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.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The manager will be responsible for leading programme monitoring across the GAIN Nigeria portfolio of projects and ensuring that the learnings from monitoring and research are used to make improvements to programmes and to strengthen strategy. The post holder will provide senior technical support to the project teams to design, coordinate and implement the monitoring framework of the country programme.</p> <p>This position will functionally report to the Country Director, GAIN Nigeria with close collaboration with Knowledge leadership and Programme teams.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Monitoring and program improvement</u></p> <ul style="list-style-type: none"> <li>• Develop or improve programme theories of change and results frameworks and plans in collaboration with project managers in Nigeria, the Knowledge Leadership (KL) and Programmes team and implementing partners.</li> <li>• Oversee the in-country monitoring activities for all programmes.</li> <li>• Lead on the consolidation of the country Learning Agenda to capture programme learning and inform improvements to programmes and strategy.</li> <li>• Support the design and adaptation of the programme monitoring tools and processes and lead on the training and quality assurance of the programme monitoring components.</li> <li>• Conduct monitoring field visits as required to ensure that project progress is on track.</li> <li>• Ensuring timely and good-quality routine activity progress monitoring and reporting by implementing partners.</li> </ul>

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- Contribute to critical analysis and interpretation of monitoring and research results to formulate recommendations on program actions, improvements, and lessons learned.

### Reporting and stakeholder engagement

- Manage and ensure consistent review, data analysis and preparation of reports on monitoring indicators.
- Review and interpret monitoring data as part of preparation for GAIN's performance and donor reports and ensure quality of project reports aligning with the theory of change and results framework.
- Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs and other materials.
- Support dissemination of monitoring results to appropriate audiences, interpretation of data and follow-up / corrective action.
- Keep the project teams and the country director regularly updated on the project status (on track or off track) with critical analyses and possible solutions to challenges based on interactions with partner organizations.
- Ensure appropriate completion and systematic storage for general project documents as well as datasets and assessment specific documentation.
- Serve as GAIN focal point in the Nigeria office for experts from government, key development partners, I/NGOs and civil society partners.
- Represent GAIN and present programme results at external meetings and events.
- Support for annual work plan development and budgeting.

### Research

- In collaboration with the KL team, provide coordination and oversight for research implementing partners, ensuring milestones are met, reviewing progress reports, and advising on disbursements of funds.
- Participate in dissemination of programme learnings for external audiences (e.g., preparation of papers for the GAIN paper series, publications, presentations etc.)

### People and Team management

- Supervise the Programme Monitoring and Improvement Associates as well as other country office staff engaged in programme monitoring.
- Monitor staff performance and complete performance reviews.
- Recruit and manage staff in line with GAIN policies, including performance management, ensuring that they have the necessary induction, training and support as required.
- Provide or support mediation to resolve any implementation issues including differences between stakeholders and internal groups.
- 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.

### **Key organisational relationships**

- Reports to the GAIN Nigeria Country Director
- Works closely with the CMT and project managers in the GAIN Nigeria country office.
- Maintaining liaison with the Communications, Knowledge Leadership and Programme teams
- Government, Donors, NGOs, Private Sector, Academia and others

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Deep knowledge of programme design and monitoring tools, their application and quality assurance.</li> <li>• Excellent skills in designing, collecting, analysing monitoring data and interpreting implications for programme learning and improvement.</li> <li>• Excellent project management skills.</li> <li>• Excellent communicator, able to present complex information to diverse audiences, with the ability to work effectively as part of a global multicultural team.</li> <li>• Clear and systematic thinking demonstrating good judgment, expert problem solving, and creativity.</li> <li>• Knowledgeable in relevant technology tools for monitoring and improvement tools.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in the public health, food system, and/or nutrition sectors, with expertise in programme monitoring.</li> <li>• Demonstrable experience in critical analysis skills to extract key learning and effective practices from programme monitoring and its application to programme improvement.</li> <li>• Expertise in data management and analysis tools and software.</li> <li>• Experience in research and/or impact evaluation.</li> <li>• Track record of publications in peer review or grey literature good to have.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Degree or recognized international accreditation in Nutrition, Data sciences, Public Health or related field.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Willingness and ability to travel in country and externally.</li> <li>• Fluency in English</li> </ul>

WHAT GAIN OFFERS
<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>

*Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.*