

Global Alliance for Improved Nutrition

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| Job title: | Project Coordinator, Catalyzing Strengthened policy action for healthy Diets and resilience (CASCADE) | | |
| Classification: | Grade 4 | Direct reports: | 0 |
| Work location | Cotonou, Benin | Travel required: | 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 |
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| <p>Overall purpose</p> <p>The Project Coordinator, in close collaboration with the Project Manager, has overall responsibility for the day-to-day operational delivery, implementation, and monitoring of the project, specifically focusing on tracking the progress and status of project activities. They play a coordination role in GAINs cross-functional project teams and support the maintenance of relationships with partners and stakeholders.</p> <p>The Project Coordinator will be responsible for liaising with stakeholders within their assigned project components and ensure that project output and activities are successfully implemented within approved plans, budget, timeline, and quality standards.</p> |
| <p>Tasks and responsibilities</p> <p><u>Project Coordination, Planning and Implementation</u></p> <ul style="list-style-type: none"> • Manage the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners and implementing countries • Contribute to close collaboration with the Project Manager on the design and planning of the scope, activities and objectives of the project. • 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. conducting assessments and taking part in proposal development. • Develop the relevant documentation for the implementation and documentation workshops for the project. |

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- Under the guidance of the project manager, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations in the Project Management Tools at GAIN.
- Support with the planning and delivery of Domain 2 supporting private sector for the CASCADE project.
- Identify nutrition services to be supported and Private Service Providers for nutrition policies implementation.
- Update database of SMEs to be covered within the CASCADE area and connect with partners from government, private sector and civil society to ensure project understanding and added value of private sector in nutrition.
- Ensure regular monitoring activities are undertaken according to the work plan and result framework to ensure maximum impact and continuous improvement of country communication efforts and profiling the organizational requirement accordingly.
- Ensure results and reports are prepared and shared on a timely basis.

Project Management Coordination

- Liaise with the Project Manager on issues of course correction and change requests.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Project Manager issues which require wider attention and resolution.
- Assist the project manager to monitor risks and develop contingency plans to respond to emergencies.
- Make assessments and review the status of projects and provide recommendations to the project manager on approaches and procedures for project implementation.
- Facilitate capacity building (training/sensitization) of private service providers on nutrition and food security policies at sub-national and national levels.
- Support private food labs (enlisted by the government) to carry out routine surveillance for food safety and fortification where applicable.
- Identify, source, and manage relationships with partners during the implementation of the project.
- Participate regularly in the CASCADE activities along the consortium.

Relationship Management

- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Contribute to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc.) to manage and deliver effective projects.
- High level liaison with other organizations working on complementary projects in the same or different countries to share knowledge and best practice.

Resource Management

- Support the Project Manager in preparing donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Develop appropriate narrative reporting and financial accounting documentation for the Project Manager's review in order to meet GAIN and donor's requirements.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports within ethical and procurement standards and guidelines.

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- Maintaining a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Ensure timely monthly project reporting on program progress achieved, program plans, changes in direction and challenges encountered.
- In collaboration with the Project Manager, develop project summaries, collate lessons learned, draft best practice documents and Maintain a reference document repository.
- Taking on the project management role in the absence of the project manager
- Perform other duties as assigned by management.
- Avail GAIN's suite of standard training materials and tools for other actors to use as part of its programs to support private providers.
- Hold regular webinars for knowledge sharing and dissemination of the learnings to relevant actors/stakeholders.
- Plan and support the creation of communications materials.

Key organisational relationships

- Reports to the Project Manager, CASCADE and SBN.
- Line management and mentoring of junior project support staff, if applicable.
- Close collaboration with the other projects and operational staff.
- Liaison with GAIN country office staff -Project Managers and Project Coordinator, Administration, Country Director.
- Government, Donors, NGOs, Private Sector, Academia and others.
- External partners including co-implementing organizations and ESOs and governmental agencies.

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, and monitoring of international development projects.
- Ability to lead effectively, motivate and mobilize 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.
- Proven ability in donor contracting & budget management.
- 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.
- Ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, 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,

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| <ul style="list-style-type: none"> • Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles |
| <p>Experience</p> <ul style="list-style-type: none"> • Proven experience in project management. • Experience with business and project administration systems, including financial administration.” • Experience with agrifood businesses is a plus. • Experience delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance. • 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. • Experience in handling web-based management systems |
| <p>Education</p> <ul style="list-style-type: none"> • International accreditation in project management is preferred. • Degree in business management, international relations, sustainable development, economics, development studies, agronomy studies or related field. |
| <p>Other requirements</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 |

| WHAT GAIN OFFERS |
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| <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 |

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.