

Global Alliance for Improved Nutrition

Job title:	Portfolio Lead, GAIN Rwanda		
Classification:	Grade 6	Direct reports:	1 - 5
Work location	Kigali, Rwanda	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.

The Combating Malnutrition in Rwanda through Sustainable Food Systems 2025-2030, aims to support the Government of Rwanda and market actors to transform the food system to support healthier diets and deliver better nutritional outcomes for women and children, as well as the broader Rwandan population. The programme prioritizes three value chains, eggs, high-iron beans (HIB), and fruit, and aims to work throughout the supply chain, from production to retail, to deliver greater availability and affordability of these foods. This is supported by community level activities that are designed to enhance household dietary diversity and child nutrition outcomes.

DESCRIPTION
Overall purpose GAIN Rwanda is seeking a dynamic Portfolio Lead who will be responsible for the overall management, technical leadership and implementation of the Combating Malnutrition in Rwanda through Sustainable Food Systems (CMRFS) project. In future, there may be more projects added to the portfolio. The Portfolio Lead will be responsible for delivering the implementation of the project in line with the GAIN Project Management Processes, project workplan, and donor requirements. They will manage the project team, design strategies for achieving project goals, ensuring quality project operation, and that all financial forecasts and project spending are in line with the agreed budgets. The lead will provide strategic oversight and leadership to the project in the Western Province across the five districts of Rusizi, Nyamasheke, Karongi, Rutsiro, and Nyabihu coordinating with provincial authorities, joint action development forums (JADF), and District Plan to Eliminate Malnutrition DPEM committees. They will also lead operational planning for the catch-up plan and 2026 priority roll-out, ensuring integration with other CMRFS components (Community based programming, value chain development, high-iron beans and large-scale food fortification) to ensure complementarity, and synergies to maximize impact. 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,

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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

Tasks and responsibilities

Technical responsibilities

- Lead the implementation of the CMRFS project, overseeing both community mobilization and value chain interventions.
- 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. Oversee the harmonization of behaviour-change tools across all project activities to promote consistent messaging.
- Build capacity of local leaders, community health workers (CHWs), and ECD volunteers, SMEs, cooperatives, and input suppliers.
- Build capacity of SMEs, farmers, producers and cooperatives by delivering training on best practices in production, food safety, agribusiness management and marketing.
- Establish and maintain partnerships with local government bodies, health facilities, and community organizations.
- Actively engage with government bodies like Ministry of Agriculture and Animal Resources (MINAGRI), Rwanda Agriculture Board (RAB), Rwanda Poultry Industry Association, and private sector stakeholders to promote sustainable production practices. Contribute to national policy dialogues, representing GAIN at high-level inter-agency working groups and joint reviews.
- Actively engage in multi-sectoral platforms at the district level to align project activities with local development priorities. Ensure project activities are integrated into annual plans and budgets for sustainability of project interventions.
- Work with the Senior Technical Specialist to develop the learning agenda for the project.

Project Leadership 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 Country Director to implement 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.
- Lead project review meetings at regular cycles and prepare documentation of findings and recommendations in PRISM.
- Ensure that respective donors' contractual requirements, and all relevant laws and regulations of Rwanda, are fully adhered to by the team, by overseeing the development and implementation of appropriate plans to meet requirements.
- Develop an efficient internal communication strategy to ensure clear, effective communication with all levels of management and within the project staff / team.
- Work with the Senior Technical Specialist and Monitoring and Evaluation Manager to develop a monitoring plan for the project and support with evaluation activities.
- Identify, track and resolve project issues on an ongoing basis, and proactively seek support where issues require wider attention and resolution. Lead course correction in agreement with Country Director.
- Work with relevant environment, gender and safeguarding specialists to ensure that they are integrated in project designs and implementation plans.
- Lead annual work-planning and joint reviews with RBC, NCDA, and MINAGRI to strengthen accountability and alignment.

People and Team Management

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- 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 mentor the project team members and support the development of their capacity.
- Understanding 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.
- Provide strategic guidance to district-level teams on adaptive management to fast-track catch-up plan implementation.

Relationship Management

- Engage key external partners in project design, implementation, and review.
- Represent the project and organisation in external forums as agreed with the Country Director & Policy lead, especially district and provincial policy fora.
- 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 GAINs technical teams and monitoring network to ensure projects are implemented in line with the relevant quality standards.
- Chair district-level coordination meetings linking value-chain and community-engagement components.
- Develop strategic communication materials and contribute to media engagement in collaboration with the Communications Manager to amplify project visibility.

Resource Management

- Lead donors' reports with support from 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.
- Lead 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.
- Lead budget realignment and resource re-allocation planning to support catch-up implementation across districts.
- Work with Country Director and Development Office on the development of concept notes and funding proposals that expand GAIN Rwanda's portfolio.

Key organisational relationships

- Reports to the Country Director, GAIN Rwanda.
- Line management and mentoring of staff under CMRFS project.
- Close collaboration with other projects and operational staff in Rwanda.
- Liaises regularly with GAIN Programmes and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Cooperatives, Academia, District mayors, Vice mayors, and the districts DJAFs.

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JOB REQUIREMENTS
Competencies • Very good understanding of current food systems and nutrition trends in Rwanda and able to identify knowledge and practice gaps. • Excellent people management skills and ability to lead effectively, motivate and mobilise individuals within or outside their reporting line. • 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. • 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, 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 and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
Experience • Hold a track record in management experience in Rwanda leading and developing projects in a multi-cultural environment in development sector, with a particular focus on nutrition, food systems or agriculture. • Strong experience in donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes. • Experience in multi-sectoral coordination and interaction with local and national government partners. • Proven experience or understanding of delivering innovative Social Behaviour Change and non-traditional nutrition education interventions and/or experience or understanding in managing value chain development activities, working with small and medium sizes businesses, and food systems work in Rwanda • 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 people 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 project management and/or master's degree in nutrition, agribusiness, agricultural economics, public health, sustainable development or related field.
Other requirements • Must be willing and able to regularly travel to field locations. • Fluency in English and Kinyarwanda, knowledge of a local dialect highly preferred.

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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

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.