

Global Alliance for Improved Nutrition

Job title:	Project Officer, Promoting Rice Fortification in Nigeria (PRiFN)
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Classification:	Grade 3	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	20%

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>Overall purpose</p> <p>The Project Officer will support the coordination of project activities under the 'Preparation to scale' phase of the PRiFN project. This includes tracking the progress and status of project activities, supporting the administrative planning of the field activities, and playing a vital role in liaising with stakeholders to transition rice fortification toward a self-sustaining ecosystem.</p>
<p>Tasks and responsibilities</p> <p><u>Project Management Support and Coordination</u></p> <ul style="list-style-type: none"> • Support the project manager and the project team in the implementation of the project. • Work closely with the Project Manager to ensure that all project activities are completed in line with the agreed workplan. • Support the Project Manager in preparing and ensuring timely submission of implementation progress and financial reports to the donor. • Identify, track, escalate, and monitor project issues and risks on an ongoing basis, and proactively report to the Project Manager. • In close collaboration with the Project Manager, draft the necessary project documentation for planning and end-to-end implementation of the project as per the GAIN Project Management Guidelines (PMG), i.e., results framework, work plans, etc.

Global Alliance for Improved Nutrition

- Support in developing relevant documentation, including but not limited to monthly and annual reports as per GAIN, donor, and government requirements.
- Participate and assist the project manager in coordinating and scheduling project review meetings at regular cycles.

Stakeholder management and coordination

- In collaboration with the Project Manager, support coordination of external engagements with government stakeholders and partners for PRiFN for implementation of the project objectives.
- Provide administrative support for key national forums, including the Annual National Rice Summit, and Technical Advisory Group (TAG) meetings.
- Ensure all convenings are supported by high-quality documentation, including meeting reports and action trackers.
- Facilitate the approval of Nigerian Industrial Standards (NIS) for Fortified Rice Kernels and Fortified Rice with relevant regulatory bodies such as the Standards Organisation of Nigeria (SON).

Project communication, report writing and documentation:

- Support the preparation of PowerPoint presentations, project reports, and other communication materials, technical documents, advocacy briefs, and related materials to drive key project activities.
- Produce periodic donor report and participate in check-in calls with the donor and the GAIN Nigeria team.
- Support in developing project brief and presentation deck for external and internal communications.

Knowledge Management

- Support the design and implementation of data collection tools, analysis, and reporting in close collaboration with the PMI unit.
- Support the alignment of project activities with learning objectives and synthesize findings from implementation to support adaptive learning management.
- Support drafting of knowledge materials from project implementation research and activities.
- Facilitate and routinely update project implementation tools, including procurement tracker, finance tracker, and workplan implementation status.

Key organisational relationships

- Reports to the Project Manager, Large-scale Food Fortification (LSFF)
- Works closely with the project team and wider country team.
- Regular engagements with the World Food Programme (WFP), partners for PRiFN, and other stakeholders across the rice fortification value chain.
- Liaises regularly with staff in functional teams like finance, comms, admin, procurement/logistics, and IT.

Global Alliance for Improved Nutrition

JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Knowledge and familiarity with food systems and public health. • Knowledge of project management principles, practices, techniques, and procedures. • Good project management skills alongside good partnership/stakeholder management skills good project planning and implementation skills. • Ability to establish and maintain effective working relationships with stakeholders and the public. • Ability to write analytical and technical reports • Strong administration, coordination, and facilitation skills • IT literacy with excellent MS Office skills. • Detailed-oriented, results-focused, and able to work in a team • Ability to work with minimal supervision • Flexible, adaptable, and available to take on other tasks or duties as requested by the supervisor
<p>Experience</p> <ul style="list-style-type: none"> • Experience in project management and programme operations support role. • Experience or knowledge of the public health sector, nutrition, or food production industry. • Professional experience engaging with government partners and diverse stakeholders in a programme or project support role • Experience with nutrition and food systems is an added advantage.
<p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in nutrition, Project Management, Public Health, Food Sciences and Technology, Public Policy, Agriculture, or any other relevant field
<p>Other requirements</p> <ul style="list-style-type: none"> • Excellent command of written and spoken English language. • Willing and able to travel.
WHAT GAIN OFFERS
<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.

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