

Global Alliance for Improved Nutrition

Job title:	Project Coordinators (3 slots)		
Classification:	Grade 4	Direct reports:	1 - 5
Work location	Nasarawa, Lagos, Kano-Nigeria	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.

In alignment with this mission, GAIN is leading a multi-stakeholder consortium to implement an initiative aiming to creating dignified and fulfilling work for Nigerian youth under 35 across agrifood value chains. The programme specifically aims to reach and benefit young women, persons with disabilities and internally displaced persons.

DESCRIPTION
<p>Overall purpose</p> <p>The Project Coordinator provides field coordination, and performance management for programme implementation across multiple states within a designated zone. Acting as the critical bridge between national leadership and state-level teams, the role ensures technical consistency, operational efficiency, and alignment with programme standards.</p> <p>Working closely with partner State Coordinators, GAIN Project Officers, and implementing agencies, the Project Coordinator harmonizes partner activities, tracks delivery progress, and ensures compliance with GAIN and donor policies. This position also drives cross-state learning, risk mitigation, and performance improvement to ensure that interventions achieve measurable, inclusive, and sustainable impact. This role is pivotal to scaling delivery, maintaining accountability, and achieving the programme's job creation, productivity, and system transformation targets across the region.</p>
<p>Tasks and responsibilities</p> <p>Programme Coordination, Planning & Implementation</p> <ul style="list-style-type: none"> • Provide zonal level coordination of the programme implementation across multiple states, ensuring coherence with national strategy and programme objectives.

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- Coordinate operational planning and performance tracking across the zone, aligning workplans, budgets, and deliverables with national priorities.
- Support harmonization of partner activities, ensuring consistency in implementation, data reporting, and quality assurance.
- Coordinate inter-state collaboration and cross-learning to drive adaptive programming and knowledge exchange.
- Ensure execution of core programme components (Inputs, Processing, Marketing, Financial Inclusion, Gender, Innovation) within the zone, ensuring integration and synergy.
- Facilitate regular zonal review meetings, joint planning sessions, and reflection workshops to strengthen accountability and shared ownership.

Performance Management and Quality Assurance

- Monitor progress against performance targets (e.g., job creation, enterprise growth, productivity outcomes) and address implementation bottlenecks.
- Ensure technical standards, gender inclusion, and safeguarding are embedded across all state-level operations.
- Conduct routine field visits, spot checks, and quality audits to assess partner performance and compliance.
- Support the implementation of the Programme Quality Framework and learning systems within state teams.
- Identify operational risks and implement mitigation measures in collaboration with the Programme Quality and Risk teams.

People and Team Management

- Line manages 1-5 direct staff reports, supporting staff career development and managing performance.
- Contribute to building a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Team Leadership and Capacity Strengthening

- Support training, mentorship, and performance appraisals for staff and partner focal points within the zone.
- Foster a culture of accountability, collaboration, and continuous improvement across teams.
- Promote learning exchange between states and ensure replication of best practices across the zone.

Monitoring, Learning, and Reporting

- Collaborate with the Programme Monitoring & Improvement (PMI) team to ensure accurate data collection, analysis, and reporting of zonal progress.
- Contribute to quarterly and annual programme reviews, learning events, and evidence-based planning sessions.
- Document and disseminate case studies, lessons learned, and innovation highlights from zonal implementation.
- Ensure timely submission of zonal progress reports, risk logs, and success stories to the National Coordination Unit.

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Partnership and Stakeholder Engagement

- Serve as GAIN's focal representative within the zone, managing relationships with state governments, implementing partners, private sector actors, and development agencies.
- Strengthen state-level coordination platforms for agrifood transformation, financial inclusion, and youth employment.
- Support onboarding, mentoring, and performance review of implementing partners and sub-grantees.
- Ensure alignment between state-level reporting and donor requirements through timely data consolidation and analysis.
- Represent the programme at regional events, stakeholder dialogues, and donor missions, highlighting zonal achievements and lessons learned.

Resource Management

- Support zonal budgeting, expenditure tracking, and financial forecasting in collaboration with the Finance team.
- Ensure partner financial reporting and expenditures align with donor compliance standards.
- Review and validate state-level procurement, workplans, and deliverables to maintain operational efficiency.
- Support preparation of donor and internal reports with high-quality inputs and evidence from the zone.

Key organisational relationships

- Reports to the Programme Lead
- Line management and mentoring of junior project support staff.
- Close collaboration with the other projects and operational staff.
- Government, Donors, NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Competencies

- Strong programme management and coordination skills across multi-state operations.
- Proven leadership in partnership management and inter-agency collaboration.
- Excellent planning, analytical, and organizational abilities.
- Strong understanding of agrifood systems, livelihoods, and market systems approaches.
- Demonstrated ability to manage teams and deliver results within complex, multi-stakeholder environments.
- Excellent communication, negotiation, and report-writing skills.
- Ability to interpret data, monitor performance metrics, and translate findings into action.
- Commitment to gender equity, inclusion, safeguarding, and ethical leadership.

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Experience <ul style="list-style-type: none"> • Experience in programme coordination or management within large-scale agricultural, livelihoods, or private-sector development projects. • Proven record in managing multi-state or regional programmes and supervising diverse teams. • Experience in partnership and stakeholder engagement with government, private sector, and donor agencies. • Familiarity with donor-funded project management frameworks, financial compliance, and risk management. • Experience in managing multi-component projects integrating production, market access, and inclusion.
Education <ul style="list-style-type: none"> • Bachelor's degree in Agriculture, Development Studies, Management, Economics, or related field. • Postgraduate qualification in Project Management, Agribusiness, or Development Planning (desirable).
Other requirements <ul style="list-style-type: none"> • Willingness to travel extensively across assigned states. • Fluency in English and knowledge of major regional language. • Strong computer literacy (MS Office Suite, Excel, or project management tools).
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.