

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Coordinator- Large Scale Food Fortification (Kenya)		
<b>Classification:</b>	Grade 4	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi, Kenya	<b>Travel required:</b>	Up to 20% - Regular inter-county

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.

Large Scale Food Fortification (LSFF) is a cost-effective nutrition intervention which complements other interventions to fight malnutrition. Because it improves the nutrient content of basic staples and condiments that are part of daily diets, it can reach billions of people with essential vitamins and minerals without requiring any change to their behavior. It increases the health and productivity of people and nations, benefiting people all over the world. GAIN supports LSFF through providing technical support and training to food producers to improve the quality of fortified foods, supporting governments to establish and strengthen LSFF programs, coordinating multi-sectoral efforts to improve LSFF monitoring and enforcement, improving fortification quality, among others.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Project Coordinator in close collaboration with the Kenya LSFF 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 in the Large-Scale Food Fortification (LSFF) Portfolio. They play a coordination role in GAINs cross-functional project teams and support the maintenance of relationships with partners and stakeholders.</p> <p>They are responsible for liaising with stakeholders within their assigned project components and ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Project Coordination, Planning and Implementation</b></p>

## Global Alliance for Improved Nutrition

- Support project design, planning, and scheduling in close collaboration with the LSFF Kenya Project Manager, including defining scope, activities, objectives, milestones, and work plans in line with GAIN PMG.
- Track project progress and partner deliverables, coordinate regular project review meetings, and document findings and recommendations in PRISM.

### **Project Management Coordination**

- Liaising with LSFF Kenya Project Manager or Project Sponsor on issues of course correction and change requests.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the LSFF Kenya Project Manager issues which require wider attention and resolution.
- Helping the project manager to monitor risks and develop contingency plans to respond to emergencies. Making an assessment and reviewing the status of projects and providing recommendations to the project manager on approaches and procedures for project implementation
- Liaise with relevant environment, gender and safeguarding specialists to ensure that themes are present and relevant in project activities.

### **People and Team Management**

- 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.

### **Relationship Management**

- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other organizations.
- Support the LSFF Kenya Project Manager in maintaining donor relationship and reporting.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.

### **Resource Management**

- Support the LSFF Kenya Project Manager in preparing progress and donors' reports in collaboration with the technical teams.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers and ensure proper delivery of technical services within ethical and procurement standards and guidelines.
- Maintain a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Taking on the project management role in the absence of the project manager

### **Key organisational relationships**

- Reports to the Project Manager, Large Scale Food Fortification (Kenya)
- GAIN's global food fortification team and the QUAD project management mechanism.
- GAIN Programme Team, including LSFF Advocacy and Knowledge Leadership teams.
- Close collaboration with the other projects and operational staff.

## Global Alliance for Improved Nutrition

- Liaises regularly with GAIN Programme and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

### JOB REQUIREMENTS

#### Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects
- Ability to lead effectively, motivate and mobilise 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.
- 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.
- Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the 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 handling web-based management systems
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

#### Experience

- Proven experience in project management, ideally in international development
- In-depth experience and knowledge of Large-Scale Food Fortification and working with industry and government of Kenya is desirable
- Previous experience with business and project administration systems, including financial administration
- 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 staff management, including coaching, motivation, performance assessment, conflict prevention and management.
- Experience in group facilitation to ensure effective stakeholder participation and consensus building.

#### Education

- Bachelor's degree in Food Science and technology, Nutrition, business management, sustainable development or related studies or equivalent recognized international accreditation in a project management .

## Global Alliance for Improved Nutrition

<ul style="list-style-type: none"> <li>• Training or certification in food fortification or micronutrient interventions, food safety, quality assurance is an added advantage.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Must be willing and able to travel</li> <li>• Fluent written and verbal English</li> <li>• Knowledge of second language within GAIN's regional offices (desirable)</li> </ul>
<p><b>WHAT GAIN OFFERS</b></p>
<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.*