

Global Alliance for Improved Nutrition

Job title:	Monitoring Associate		
Classification:	D3 – Associate	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	20%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Monitoring Associate will provide monitoring support to the Kenya team to design, coordinate and implement the monitoring framework of the Programme. This position will report to the Kenya Head of Programmes</p>
<p>Tasks and Responsibilities:</p> <p><u>Monitoring of programmatic activities</u></p> <ul style="list-style-type: none"> • Support GAIN country and KL team and other partners in country to develop results frameworks/logical frameworks and monitoring plans, develop and ensure adequate use monitoring tools for GAIN Kenya projects • Quality assure and oversee the collection of routine monitoring data by implementing agencies and governments to track progress of programme activities towards objectives • Visit field as required to ensure that programme progress against monitoring indicators is on track <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Review, analyze data and prepare reports on monitoring indicators • Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs and other materials. • Support dissemination of results to appropriate audience, interpretation of data and follow-up / corrective action • Support project managers with the writing of GAIN and donor reports

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- Keep GAIN project management team and the country director regularly updated on project status (on track or off track) with critical analyses and possible solutions to challenges based on interactions with partner organizations
- Ensure appropriate completion and systematic storage for general project documents as well as datasets and assessment specific documentation.
- Participate in diverse activities to support the sharing of learnings with the project and communications team for further action as necessary.

Project management

- Work collaboratively with project team members to ensure necessary program planning and monitoring activities function smoothly and efficiently
- Support work with selected implementation partners in country on all aspects of project planning and implementation including technical (finalizing protocols, data collection tools, conducting trainings, supervising field work), process (implementation plan development and monitoring, tracking deliverables).
- Research and evaluation - Provide support for research studies and/or evaluations (as needed)

Key organisational relationships

The person will work closely with

- Reports to GAIN's Kenya Head of Programmes,
- Kenya Project Managers, Project teams
- Programme Services Team
- Knowledge Leadership team

JOB REQUIREMENTS

Competencies

- Proficient in the management, documentation and analysis of quantitative data, including the use of data management and statistical analysis software
- Excellent interpersonal and communications skills including the ability to effectively liaise with research agencies and government offices
- Proactive with a commitment to quality and accuracy with close attention to detail
- Able to prioritize, multi-task, work independently, and work well under pressure with frequent deadlines
- Pragmatic, dynamic with ability to act autonomously
- Willingness and ability to work in a multi-cultural, high pressure, results-driven environment

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Experience

- Experience in the development and operationalization of result frameworks and monitoring plans
- Experience in analysis and use of monitoring data for management of nutrition / health programs
- Design, conduct, and dissemination of implementation research or programme monitoring an asset

Education

- Minimum Masters level training in nutrition, public health, or a suitable equivalent
- Formal project management training an asset
- Formal training in qualitative research methods an asset

Other requirements

- Willingness and ability to travel occasionally in country
- Fluency in English

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities