

Global Alliance for Improved Nutrition

Job title:	Portfolio Lead
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Classification:	Grade 6	Direct reports:	1 – 5
Work location	Islamabad, Pakistan	Travel required:	Up to 30%

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>GAIN Pakistan is seeking a dynamic Portfolio Lead/Manager to be directly responsible for the overall management and quality implementation of the current programme portfolio.. The GAIN Pakistan portfolio currently comprises of different projects including: Large Scale Food Fortification (LSFF), Engagement with the private sector through SUN Business Network (SBN), Adolescent Nutrition, Commercialization and marketing of Biofortified Crops and COVID-19 related emergency response work. In future there may be more projects added to the portfolio.</p> <p>The Portfolio Lead will be responsible for developing and delivering the implementation of programmes in line with the GAIN Project Management Processes. S/he will be further responsible for setting realistic and practical goals for the projects, as well as the accompanying strategies for achieving these goals, ensuring quality project operation and that all financial forecasts and project spending is in line with the agreed budgets.</p> <p>Tasks and responsibilities</p> <p>Project Management</p> <ul style="list-style-type: none"> • Responsible for leading the the projects staff to conceptualize and operationalize impactful interventions to improve nutrition outcomes in Pakistan, including providing leadership in GAIN design and implementation QUADS. • Lead and provide management support to the implementation of all projects / components and ensuring effective and successful delivery of project milestones and results, providing technical support and ensuring an appropriate programme or project management framework in line with GAIN’s Project Management Process. • Ultimately responsible for ensuring the high quality and timely delivery of donor reporting (narrative and financial) for all projects/components, as well as compliance with GAIN’s internal reporting processes. • Ensure that respective donors’ contractual requirements, and all relevant laws and regulations of Pakistan, 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. <p>Financial Management</p> <ul style="list-style-type: none"> • Oversees and ensures effective delivery of projects in line with budgets. • Work with the Pakistan finance/Operations team to coordinate the projects’ financial execution and reporting.

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- Manage and monitor expenditure against budgets for strategic and annual project plans in adherence to financial guidelines while ensuring value for money.
- Carry out regular budget monitoring and forecasting to ensure spend within the agreed budget parameters.

Resource Mobilization, Advocacy and Communication

- Acts as an advocate for private sector engagement in nutrition in Pakistan, on behalf of GAIN.
- Plan, guide and showcase GAIN Pakistan programmatic service delivery, research and achievements.
- Ensure that learning from the project experiences are well documented and the evidence is used to further inform programming, as well as advocacy and policy and resource mobilization work.
- Engaging with external stakeholders through a positive, proactive and strategic approach to brand building and effective representation of GAIN's programmatic work in Pakistan.

People Management

- Line Manage and delegate team members and project leads with the responsibility to implement programmes in the field and ensure to provide regular monitoring and supportive supervision through work plan development and performance management.
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- Ensure the recruitment, management and development of high performing team in line with the demands of the programmatic strategy.

Key organizational relationships

- Reports directly to the Country Director, working closely with other project colleagues and implementing partners as required for the agreed upon activities.
- Direct reports include Senior Associate, FF program, Project Manager, Adolescent Nutrition, Project Manager, Commercialisation of Biofortified Crops and the SUN Business Coordinator
- Advised by GAIN's special adviser on Biofortification.
- Work closely with the program services team (PST) to draw in technical and design skills to help build the program and ensure quality implementation and monitor of progress against the GAIN/Partner partnerships performance indicators.
- Work closely with GAIN Country Offices to support the implementation of activities under the GAIN/Partner partnership
- Work with the GAIN Development Office to identify and respond to new funding opportunities.

JOB REQUIREMENTS

Competencies

- Excellent management, leadership, planning and strategic skills.
- Ability to use initiative, multi-task, and work well under pressure to meet deadlines.
- Excellent communication skills, presenting clear and structured arguments with strong interpersonal and negotiation skills, able to win donors' commitment to a common vision and clearly stated goals.
- Proven successful people management experience, ability to work as part of a multicultural team.
- Strong skills in developing strategies, conceptualizing programs and demonstrating impact on a large scale.
- Excellent networking, influencing, negotiation and advocacy skills
- Excellent analytical and problem-solving skills.

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<p>Experience</p> <ul style="list-style-type: none"> • At least 7 years management experience in leading and developing projects in a multi-cultural environment in development sector, in the private sector, food industry etc. • Strong experience in donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes. • Experience in designing and developing new interventions • Multi sectoral coordination
<p>Education</p> <ul style="list-style-type: none"> • University level degree in a relevant field such as management, business and marketing, food technology, development studies, economics, agricultural development, or other relevant technical field.
<p>Other requirements</p> <ul style="list-style-type: none"> • Professional proficiency in business English is required.
<p>WHAT GAIN OFFERS</p> <ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities