

Global Alliance for Improved Nutrition

Job title:	Associate, Programme Monitoring and Improvement		
Classification:	D3 - Associate	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	Up to 40%

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 Programme Monitoring and Improvement Associate will provide technical support to the Nigeria project teams to design, coordinate, and implement the monitoring framework of the country programme.</p> <p>The post holder will provide day to day project monitoring and improvement with evidence related support to the country office.</p> <p>This position will report to the Manager, Program Monitoring and Improvement.</p>
<p>Tasks and responsibilities</p> <p><u>Monitoring and programme improvement</u></p> <ul style="list-style-type: none"> • In collaboration with in-country project teams and the Knowledge Leadership (KL) and Programme Services (PST) teams support the development of results frameworks / logical frameworks and monitoring plans, as well as the uptake and use of monitoring tools. • Quality assure and oversee the collection of routine monitoring data by implementing agencies and governments to track progress of program activities towards objectives. • Carry out field visits as required to ensure that program progress is on track. <p><u>Reporting</u></p> <ul style="list-style-type: none"> • Review and 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 the drafting of reports for GAIN, donors and other partners on program activities, as needed. • Contribute to keeping GAIN project management team and 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.

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- Lead on the appropriate completion and systematic storage for general project documents as well as datasets and assessment specific documentation.
- Support and participate in diverse activities to support sharing learnings, under the guidance of the M&E Manager.

Project management

- Work collaboratively with project team members to ensure necessary program planning, monitoring and improvement functions 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).
- Provide support for research studies and/or evaluations (as needed).

Key organizational relationships

- Reports directly to the Manager, Program Monitoring and Improvement.
- Works closely with the in-country project teams as well as the KL and PST teams.
- Liaises regularly with partners, government and other external stakeholders.

JOB REQUIREMENTS

Competencies

- Excellent project management skills.
- Excellent interpersonal and communications skills.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Analytical with the ability to effectively liaise with research agencies and government offices.
- Able to prioritize, multi-task, work independently, and work well under pressure with frequent deadlines.
- Pragmatic, dynamic and autonomous in style.
- Willingness and ability to work in a multi-cultural, high pressure, results-driven environment.
- Computer literacy with excellent MS office (especially Excel and Access) and expertise in dedicated statistical software and tools

Experience

- Experience in the public health and / or nutrition sector, implementing monitoring, and improvements frameworks supporting operations and participatory research
- Supporting implementing partners and operationalization of result frameworks and monitoring plans.
- Relevant experience in analyzing data, tracking indicators and developing and/or strengthening performance monitoring systems.

Education

- Bachelors level qualification in Nutrition, Public Health, Data Sciences, Development Studies, Statistics or related field.
- Masters in a relevant field desirable but not essential.

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Other requirements

- Willingness and ability to travel in country in accordance with role scope.
- Fluency in written and spoken English

WHAT GAIN OFFERS

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

February 2021