

Global Alliance for Improved Nutrition

Job title:	Country Programme Operations Lead, Country Programme Team		
Classification:	Grade 7 - Senior Managers, Head of Team	Direct reports:	Varies (Pooled staff)
Work location	GAIN London, Utrecht or Nairobi Office	Travel required:	Frequent (min 50% depending on the situation and condition due to COVID19)

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.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. To support work in those countries, we have representative offices in Denmark, the Netherlands, the United Kingdom, and the United States.

DESCRIPTION
<p>Overall purpose</p> <p>The Country Programmes Operations Lead (CPOL) position will fill a critical need in the Country Programmes Team (CPT); they will provide highly skilled, experienced, and senior-level strategic operational support to the Country Directors (CDs) across GAIN's nine Country Programmes. Working with CPOL leagues in professional functions and in Country Programmes, they will lead in the ongoing development and improvements of operations in GAIN countries.</p> <p>As a centralized position, the CPOL will support countries to achieve high quality integrated planning and to deliver standardized operational practices working in collaboration with professional services (Finance, HR, IT) in GAIN. The CPOL promotes and provides quality assurance, monitoring of business plans, and consistent management compliance.</p> <p>The CPOL may be deployed to Country Programmes for short-term on-site assignments and must be capable of quickly assuming the CD position in-country on an interim basis. They may also be called upon to support where the CD is in place but requests operational assistance. (In most situations, temporary assignments will not exceed 2 months.)</p> <p>The Country Programmes Operations Lead reports to the Director of Country Programmes (DCP).</p>
<p>Tasks and responsibilities</p> <p>1. <u>Interim emergency cover for Country Directors</u></p> <p>The DCP will require the postholder to provide interim emergency cover for CDs for a period of 2 – 8 weeks. During this interim period, tasks and responsibilities can include:</p> <ul style="list-style-type: none"> • Providing senior leadership or managerial expertise to support the implementation of country business plans and the day-to-day delivery of programmes and operational support. • Provide mentoring and guidance to Project Managers where required and ensure project management processes are in line with the GAIN Project Management standards. • People and organizational development – provide team leadership and interim line management to a number of senior direct reports – focusing on maintaining progress against workplans and deliverables.

Global Alliance for Improved Nutrition

- Operational oversight of country office business processes for finance, HR, contracts, facilities and IT to ensure effective and efficient operational delivery as per the organizational standards working closely with the relevant and wider professional service teams.
- Working closely with program teams to ensure compliance with donor monitoring, reporting spending and legal requirements.
- Oversee budgetary accountability for projects where required, ensuring alignment and coordination.
- Supporting the country teams to ensure the efficient and proper use of funds, as well as the management of the country programme and grant level budgets.

2. Project Management

- Assisting the DCP and CDs with the design, implementation, delivery or closure of projects.
- Support cross functional design teams and Project Sponsors with resource planning for new projects in line with Gain Project Management standards.
- Provide additional mentoring support to Project Sponsors and Project Managers at various stages of the project life cycle, ensuring more alignment and coordination
- Backfilling in senior-level leadership position(s) due to vacancies, transitions, or extended leave.
- Acting as a support to new country directors, or to other senior-level leadership positions.

3. Strategic Operational Support

- Support countries to implement and/ or improve key organizational processes, operating procedures, and practices in Country Programmes in support of decentralized business processes. Improvement projects can be led by the relevant professional function (functional area) or by the CPT.
- Enhance the capacity of our country staff in key areas as agreed with the DCP and CDs.
- Support CDs with project scale-up activities in Country Programmes to enable new projects and funding to be implemented and delivered on time, within budgets and against the agreed quality indicators.
- Working with staff in Country Programmes to improve the management of operational areas such as security management, vehicle management, procurement, facility management, etc.
- Support the CDs and their Country Management Teams on the operationalization of country business plans. This includes tracking of progress against the Country Development Model, supporting the Senior Associates with the operations aspects of their functional roles, and coordinating reviews and updates.
- Supports project monitoring and learning across GAIN's Country Programmes in partnership with the Knowledge Leadership team.
- Lead on the development and maintenance of a Country Information Hub that collects data from various existing information systems in GAIN in order to provide the CPT, DCP (and senior leadership) with management reports.

This is not an exhaustive list of duties. Flexibility is required and the post holder is expected to carry out any other related duties that are within the person's skills and capabilities whenever reasonably requested.

Key organisational relationships

- The CPOL reports to the Director of Country Programmes,
- The CPOL works closely with Country Directors and their respective country teams.
- The CPOL is a part of the CPT centralised support team and works closely with the Senior Associates.
- Technical and professional staff across GAIN functions.
- Representative Office staff globally to share knowledge, best practice and take advantage of synergies across countries and regions.
- Government, Donors, NGOs, Private Sector, Academia and others

Global Alliance for Improved Nutrition

JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Able to build trust and confidence quickly. • Strategic thinking, management, and leadership skills. • Excellent communication skills, presenting clear and structured arguments with strong interpersonal skills and in persuasive written reports. • Proven cross-cultural people management skills and the ability to lead staff and promote productivity in a pleasant work environment. • Excellent networking, influencing, negotiation and advocacy skills. • Ability to operate within corporate and public sectors to effectively liaise with private companies, development agencies and governments. • Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines. • Excellent analytical and problem-solving skills. • Financially literate, able to read and interpret financial reports and formulate actions to address significant financial variances.
<p>Experience</p> <ul style="list-style-type: none"> • Extensive leadership and management experience in leading and developing projects in a multi-cultural environment at international level in the private sector, food industry or with development organizations. • Demonstrated success in collaborating with multi-disciplinary teams • Demonstrable track record in developing strategies, and short-term interim management of international development programmes achieving key objectives and delivering core outputs. • Solid experience in representation with key donors, government, and internal and external stakeholders with a demonstrable track record in fundraising and business development. • Experience in building effective personal networks at a senior level, resulting in securing new opportunities for the organization. • Broad understanding of public health and community development. • Excellent understanding and experience of risk, programme, project, financial and operational management. Good understanding of key trends in international and humanitarian development. • Strong experience in donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes.
<p>Education</p> <ul style="list-style-type: none"> • A Degree in International Development, Business Administration or Emergency Management or equivalent professional experience.
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluent in written and verbal English. • Ability to travel to any GAIN country office when required (up to 50%) • Proficiency in local languages a plus but not a requirement.
WHAT GAIN OFFERS

Global Alliance for Improved Nutrition

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