

Global Alliance for Improved Nutrition

Job title:	Head of Programmes, Kenya		
Classification:	C6	Direct reports:	1 - 5
Work location	Kenya	Travel required:	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>The GAIN Kenya office is now seeking a dynamic Head of Programmes (HoP) to support the Country Director in fulfilling the vision and strategy of the food and nutrition portfolio, as well as actively contribute to securing future funding to ensure sustainability.</p> <p>The Head of Programmes (HoP) will be responsible for overseeing the design, development, and successful implementation of the GAIN Kenya Programme Portfolio. S/he is responsible for ensuring that GAIN's programmes and projects are of excellent technical quality, delivered on time and on budget and coordinated.</p> <p>As part of the senior management team of the GAIN Kenya office, the HoP assists in ensuring organizational efficiency and effectiveness through participation in decision making, advising on strategic programmatic areas, solving problems, communication and implementation of agreed decisions.</p>
<p>Tasks and responsibilities</p> <p><u>Strategic Leadership</u></p> <ul style="list-style-type: none"> • Support the Country Director with the development, implementation and quality management of the country strategy so it maximizes impact to transforming local food systems for better nutrition. • Support the Country Director with the planning and tracking of progress of the implementation of the country strategy, including the development and review of annual business plans, to support the vision set out in the country strategy. • Working with the Country Director in building relationships with external constituents – for the purposes of advocacy, influencing, and identifying appropriate partner organizations. • Supporting the Country Director in the building of a strong sourcing network and long-term pipeline of program investments and impact grants. <p><u>Programme Design and Implementation</u></p> <ul style="list-style-type: none"> • Lead the program team to conceptualize and operationalize impactful interventions to improve nutrition outcomes in Kenya, including providing leadership in GAIN design and implementation QUADS. • Lead and provide management support to the implementation of all projects and ensuring effective and successful delivery of the project milestones and results, 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, as well as compliance with GAIN's internal reporting processes.

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- Ensure that respective donors' contractual requirements, and all relevant laws and regulations of Kenya, are fully adhered to by the team, by overseeing the development and implementation of appropriate plans to meet requirements.

Financial Management

- Oversees and ensures effective delivery of programmes in line with budgets.
- Work with the Head of Operations to coordinate the programmes portfolios' financial execution and reporting.
- Manage and monitor expenditure against budgets for strategic and annual programmatic 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

- Working with the country Director, Project Managers and GAIN Program Leads, actively identify new partnerships, participate in proposal development and other fundraising efforts.
- Acts as an advocate for private sector engagement in nutrition in Kenya, on behalf of GAIN.
- Plan, guide and showcase GAIN Kenya programmatic service delivery, research and achievements.
- Ensure that learning from the programme 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 Kenya.

People Management

- Line manage a number of direct reports including supporting work plan development and performance management.
- Develop team members in order to maximize their contribution to the team and organization;
- Coach, guide and mentor leaders within programme team and the department so that they are effective as leaders and managers in managing their teams.
- Ensure the recruitment, management and development of high performing team in line with the demands of the programmatic strategy.

Key organizational relationships

- Reports to Country Director, GAIN Kenya.
- Line management and mentoring of GAIN Kenya Project Managers.
- Close collaboration with the Head of Operations and technical specialists.
- Liaises regularly with GAIN Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

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.

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- 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.

Experience

- At least ten years` 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.
- Strong experience in donor reporting, designing, setting up and coordinating, monitoring, evaluation and impact assessment systems and processes.
- Experience in building effective personal networks at a senior level, showing track record on successful fundraising with statutory, private and corporate donors.
- Demonstrated in-depth understanding of program issues and policy work at organizational, national and international levels. Understanding of key trends in international and humanitarian development.
- Broad understanding of the nutrition-food systems nexus, public health and community development.
- Demonstrated success in building and managing multi-disciplinary teams

Education

- Qualified Masters' degree level in agricultural science, food science, public health, nutrition, economics, business administration or Equivalent

Other requirements

- Fluent in written and verbal English.
- Proficiency in local languages highly desirable
- A willingness and ability to travel in-country and overseas as and when required

WHAT GAIN OFFERS

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