

Global Alliance for Improved Nutrition

Job title:	Senior Project Manager, Kenya		
Classification:	C5 – Senior Project Manager	Direct reports:	1 - 5
Work location	Kenya	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 Senior Project Manager is a leadership role. The postholder is expected to ensure effective ongoing performance of a complex, 9 component, multimillion dollar food system project, through leading a team of direct reports (associates) and functional specialists (advisors). S/he will be directly responsible for managing key stakeholder relationships internally and externally.</p> <p>The post is a dynamic and exciting role. The Sr. Project Manager will be expected to quickly develop strong relationships with their team, relevant partners, exploiting synergies within GAIN and with external stakeholders to ensure continued, effective project delivery.</p>
<p>Tasks and responsibilities</p> <p><u>Project Management and oversight</u></p> <p>Primarily responsibilities refer to the coordination and integration of this complex project, specifically;</p> <ul style="list-style-type: none"> • To ensure integration and coherence of the project, lead and manage the activity planning and schedule of project timelines, in close collaboration with the PST and KL focal points • Supervise the implementation of project activities and deliverables to ensure they are completed in a timely manner, in accordance to Project Management Guidelines, and in collaboration with the PST & KL focal points, local partners, and country leadership. • Review project deliverables and ensure their timely delivery • Lead resource allocation, budgets, and forecasting. • Ensure efficient management of project funds through regular tracking of funds utilization and gaps thereof along with Kenya and global finance point persons. • Perform risk management to minimize project risks. • Supervise the convening, facilitation, and associated documentation of project governance (QUAD) teams and provide guidance and strategic recommendations on course corrections to be implemented by the project team and / or executing agencies. • Ensure the timely drafting and execution of partnership agreements, memoranda, contracts and service agreements with sub-grantees, knowledge partners, consultants, state governments, industry associations, technical institutions and other government bodies and development partners.

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- To ensure effective coordination of a complex project, advise and offer practical support to relevant project stakeholders to ensure project functioning, delivery and implementation of mitigation strategies;
- Responsible for overall reporting of the program progress including writing the monthly, quarterly and annual reports as per GAIN, donor and government requirements.
- Plan and support the creation of project's external communications materials, in coordination with the Communications Lead.
- Represent GAIN in meetings and online to share GAIN's experience at country level.
- Contribute towards the development of new business opportunities to generate additional funding for the project.
- Ensure the knowledge of gender-sensitive, climate crisis sensitive and where feasible, ensuring gender-transformative working through project design and implementation to continuously strengthen gender focus.

Stakeholder Management

- Establish and maintain close collaboration with GAIN subject matter experts in PST and KL.
- Maintain high level liaison with county government stakeholders and other project partners.
- Manage the relationship of all stakeholders by deepening their knowledge on the project's progress, risks, opportunities.

People Management

Refers to all the tasks associated with recruiting, managing and developing a high performing team in line with the demands of the programmatic strategy:

- Line manage direct reports (associates), specifically supporting yearly work plan development and performance management.
- Develop direct reports to maximize their contribution to the project team and organization.
- Coach, direct and support the wider project team to effectively deliver in a timely manner the project milestones.

Key organizational relationships

- Reports to the Head of Programmes, GAIN Kenya.
- Line manages the project team and works closely with technical teams, as well as the operational and other project teams in GAIN Kenya office.
- Collaborates closely with colleagues in the Programme Services Team and the Knowledge Management team.
- Regular engagements with colleagues in other GAIN Country Offices delivering similar projects
- External partners and subject matter experts including government, complimenting organizations and donors

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Clear and systematic thinking that demonstrates strategic thinking, good judgment, expert problem-solving, and creativity • Proven track record of mature leadership, mentorship, and project management capabilities • Excellent project coordination, strategic planning, management, and negotiation skills • Demonstrates initiative, prioritizes, and multi-task well under pressure to meet deadlines • Ability to analyze and make recommendations from technical reports and business documents (business plans, market research etc.) • Ability to build and foster long-term partnerships • Good representational skills and public speaking • Strong written and verbal communications, fluency in English both written and verbal • Flexible, with a willingness and ability to travel in challenging environments • High level of professionalism and integrity • Excellent MS Office skills and solid understanding of project management software (Salesforce) • Ability to operate within the private and public sectors to effectively liaise with food enterprises, development agencies, and governments at the senior level
<p>Experience</p> <ul style="list-style-type: none"> • Extensive Senior project management experience in complex projects • Experience or deep understanding of the private sector especially MSMEs, understanding and technical knowledge in value chains. • Knowledge of the agriculture sector or food systems and its regulation and stakeholders • Strong experience leading and mentoring teams. • Experience in budget and project finance management. • Experience of working with government at county and national levels • Prior experience working within a donor-funded environment and of donor reporting • Demonstrated success in building strong working relationships with internal and external stakeholders • Experience convening and facilitating meetings with stakeholders from business, civil society, government, donors at national international level • Experience in writing project reports for donors and governments.
<p>Education</p> <ul style="list-style-type: none"> • Minimum degree level qualification related to business management/management science, including agri-business, value chains international development, or suitable equivalent. • Certificate or diploma in project management, risk management, required. • Master's level qualifications in the above or similarly relevant field of study/expertise highly preferred
<p>Other requirements</p> <ul style="list-style-type: none"> • Excellent command of written and spoken English and Swahili.

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WHAT GAIN OFFERS

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