Global Alliance for Improved Nutrition

Job title:	Project Manager, Digitization

Classification:	D4 – Project Manager	Direct reports:	1 - 5
Work location	Dhaka, Bangladesh	Travel required:	Local travel 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

Overall purpose

GAIN seeks to hire a Project Manager who will be the focal point in Bangladesh for a Digitization ("Digital QAQC System") project funded through the Bill and Melinda Gates Foundation between January 2022 and December 2025. The project focuses on digitizing/automating various manual aspects of fortification processes in edible oil production and monitoring by government agencies to make data collection and information on fortification quality more efficient and accessible. The Project Manager will work closely with a Consortium of partners, led by GAIN, to achieve this goal.

The Project Manager will be responsible for supporting the set-up and implementation of the Digital QAQC System and inform the design of the sustainability of the Digital QAQC System at the production facilities and at government and monitoring agencies. The implementation approach is iterative, meaning that the Project Manager will provide consistent feedback between the producers, government, monitoring agencies (The "users" of the system) to the Consortium (the "Developers") who are developing and building the system so that the system can be continuously refined and adapted based on the needs and feedback at the local level.

The Project Manager will provide hands-on support to users of the system and will be considered the expert/focal point linking the local users of the system on any trouble shooting issues with the Consortium.

The position will report to the Portfolio Lead/Manager and work as a member of GAIN Bangladesh Team. The workstation will be based in Dhaka with frequent travelling (30%) across the country.

Tasks and responsibilities

Project Management and Implementation

- Responsible for management of LSFF Digitization projects in terms of partnership management, technical, reporting and monitoring supports.
- Provide leadership in developing a detailed implementation plan for digitization activities, develop Co-operation agreement with implementation partners, research & evaluation agencies and other stakeholders.
- Prepare terms of reference (ToR) for implementation of various activities as per approved plan and coordinate reviews with HQ.
- Prepare the project progress reports, help with timely forecasts of funds with support from the Finance team.

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Stakeholder Engagement

- Work closely with Ministry of Industries and other relevant ministries and departments on effective implementation of the program.
- Maintain constant liaison with the relevant ministries, directorates, departments for generating government buy-in for the integration and scaling up fortification projects in the country.
- Support a thorough landscaping of the data and stakeholders involved along the fortification value chain in Bangladesh.
- Provide constant updated lists on producers/locations in Bangladesh who will participate in the pilot and in scale up of project.
- Arrange interviews between consortium members, producers and high-level decision makers in Government.
- Enable a constant flow of communication between the Digital QAQC Project Consortium and the producers, their directors, and any leadership and mills/refinery associations in the country.
- Provide hands-on, consistent support to producers throughout the life of the project
- Assist with recruitment of a Local Technical Advisory Group
- Attend and present/report out at meetings with the consortium on a regular basis, and with TAG on a quarterly basis

Technical Assistance, Monitoring and Evidence Generation

- Support Consortium on carrying out a needs assessment for pilot and scale up at production level on IT, current sophistication (individuals and roles responsible for use of technology, individuals responsible for monitoring internal QAQC/their daily tasks, types of automated devices already installed, types of software used, assess set up to enable installation of different digital devices in current setting, mapping of data collected currently at production level).
- Support Consortium on carrying out a needs assessment for government and monitoring agencies on type of information needed for decision making on fortification programs, mapping of data collected currently at production and market level.
- Lead on ensuring Monitoring Cell within BSTI functions and regular monitoring with BSTI for periodic sample collection, review lab results and effective implementation of monitoring cell.
- Deliver training as expert on the use of devices included in the Digital QAQC system for oil fortification, training on Digital QAQC system software.
- Assist with installing and setting up software and devices at production and government facility level.
- Provide hands on support and training to users and other trainers of the Digital QAQC system, the devices, and software.
- Assist in writing reports on use of Digital QAQC system by different stakeholders for cross-country learning
- Engage with third party implementation research team and provide information as needed for the evaluation of the project.

Key organizational relationships

- Reports to Portfolio Lead, LSFF and Value Chain
- Line manages the Program Associate, LSFF
- GAIN Country Director
- Project Manager, LSFF, Program Associate, LSFF, Junior Associate, Procurement and Finance
- Working closely with KL, PST, Policy and Finance teams

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JOB REQUIREMENTS

Competencies

- Fast learner
- Patient with others
- Tech savvy- ability to address issues with trouble shooting and technology quickly
- Ability to synthesize, present/report information to diverse audiences
- Collaborative
- Demonstrate competency and past work in setting up digital infrastructure at local agencies, providing training and IT trouble shooting
- Good report writing and presentational skills
- Excellent project management abilities

Experience

- Demonstrable professional experience working in technology (IT), working with IT experts (required)
- Experience in use of computer software: Microsoft word, PPT, excel (required)
- Experience in use of QR codes/mobile phone applications (required)
- Experience working with government agencies (preferred)
- Experience working with International Organizations (preferred)
- Experience in providing supportive supervision and programme monitoring at field level
- Experience in fortification (preferred)

Education

- Master's in Information Technology (IT)/ Computer Engineering/Computer Science/Information and Communication Technology/Computer Science and Mathematics/Software Engineering/ Statistics/ Management Information System (MIS) or equivalent is desirable
- Certificate in project management and experience in food fortification, private sector, nutrition and health related issue will be added advantage.

Other requirements

- Must be willing to travel locally to oil production facilities, government headquarters, and monitoring agency buildings
- Fluent in both English and Bangla

WHAT GAIN OFFERS

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