

Global Alliance for Improved Nutrition

Job title:	Monitoring Manager		
Classification:	Grade 5	Direct reports:	1 - 5
Work location	Nairobi, Kenya	Travel required:	Up to 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 position is responsible for leading programme monitoring across the GAIN Kenya portfolio of projects and ensuring that the learnings from monitoring and research are used to make improvements to programmes and to strengthen strategy. S/he will provide senior technical support to the project teams to design, coordinate and implement the monitoring framework of the country programme.</p> <p>This position will functionally report to the Head of Programmes, GAIN Kenya with all technical aspects of the work managed by the Director, Knowledge Leadership. There will be close collaboration with the Knowledge Leadership (KL) team as well as centralized programme teams.</p>
<p>Tasks and responsibilities</p> <p><u>Monitoring and program improvement</u></p> <ul style="list-style-type: none"> • Develop or improve programme theories of change and results frameworks and plans in collaboration with project managers in Kenya, the Knowledge Leadership (KL) and Programmes Services (PST) teams and implementing partners • Oversee the in-country monitoring activities for all programmes • Lead on the consolidation of the country Learning Agenda to capture programme learning and inform improvements to programmes and strategy • Support the design and adaptation of the programme monitoring tools and processes and lead on the training and quality assurance of the programme monitoring components • Conduct monitoring field visits as required to ensure that project progress is on track • Ensuring timely and good-quality routine activity progress monitoring and reporting by implementing partners • Contribute to critical analysis and interpretation of monitoring and research results to formulate recommendations on program actions, improvements, and lessons learned <p><u>Reporting and stakeholder engagement</u></p> <ul style="list-style-type: none"> • Manage and ensure the consistent review, data analysis and preparation of reports on monitoring indicators • Review and interpret monitoring data as part of preparation for GAIN's performance and donor reports and ensure quality of project reports aligning with the theory of change and results framework

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- Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs and other materials
- Support dissemination of monitoring results to appropriate audience, interpretation of data and follow-up / corrective action
- Keep the project teams and the country director regularly updated on the project status (on track or off track) with critical analyses and possible solutions to challenges based on interactions with partner organizations
- Ensure appropriate completion and systematic storage for general project documents as well as datasets and assessment specific documentation
- Serve as GAIN monitoring focal point in the Kenya office for experts from key development partners, I/NGOs and Civil Society Partner
- Represent GAIN and present programme results at external meetings and events
- Support for annual work plan development and budgeting

Research (as feasible)

- In collaboration with the KL team, provide coordination and oversight for research implementing partners, ensuring milestones are met, reviewing progress reports, and advising on disbursements of funds
- Participate actively in dissemination of programme learnings for external audiences (e.g., preparation of papers for the GAIN paper series, publications, presentations etc.)

Leadership and team management

- Supervise Monitoring Associate
- Monitor staff performance and complete performance reviews
- Lead the recruitment of key staff (direct reports) and motivate team members to attain organizational goals and deliver their work to the quality required
- Provide or support mediation to resolve any implementation issues including differences between stakeholder and internal groups

Key organisational relationships

- Reports to the Head of Programmes
- Works closely with the project teams in country
- Maintaining close collaboration with the KL team and PST Programme Leads
- Liaises with technical unit
- Liaises with Local and Global implementing partners
- Contact with Government partners and stakeholders

JOB REQUIREMENTS

Competencies

- Deep knowledge of programme design and monitoring tools, their application and quality assurance
- Excellent skills to design, collect, analyze monitoring data and interpret implications for programme learning and improvement
- Excellent project management skills
- Strong communicator, with the ability to work effectively as part of a global multicultural team
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.

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Experience

- Proven experience in the public health nutrition sector, with expertise in programme monitoring
- Demonstrated experience in critical analysis skills to extract key learning and effective practices from programme monitoring and its application to programme improvement
- Knowledge of major quantitative & qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools
- Advanced skills in data analysis presentation and report writing
- Expertise in data management and analysis tools and software an asset
- Training and experience in research and/or impact evaluation an asset
- Track record of publication in peer review or grey literature an asset

Education

- Master's degree in Social Science, Nutrition, Public Health, Economics, or Statistics

Other requirements

- Willingness and ability to travel in country
- Fluency in English

WHAT GAIN OFFERS

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