

Global Alliance for Improved Nutrition

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| Job title: | Project Management Advisor, CPT | | |
| Classification: | Grade 5 | Direct reports: | not yet determined |
| Work location | London or Nairobi | Travel required: | 50% (Extensive travel is a key requirement for this role) |

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 |
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| <p>Overall purpose</p> <p>The Project Management Advisor works closely with countries and other teams to conceptualize, design and deliver programmes and projects across our GAIN Countries.</p> <p>They provide strategic support, advice and partnership to programmes and projects, while leading and facilitating initiatives to strengthen our international project portfolio.</p> <p>They lead the ongoing development and improvement of our project management processes, procedures and tools, as the custodian of the GAIN Project Management Guidelines (PMG).</p> <p>They will report directly to the Director of the Country Programmes Team (DCP) and will work closely with Country Directors, Heads of Programmes, and Cluster and Programme Leads. They also play a vital role in facilitating discussions and relationships between GAIN countries and technical services teams.</p> <p>The post-holder will be expected to quickly develop strong relationships with internal and external stakeholders and they will be responsible for influencing and reconciling stakeholders' interests to ensure effective Project design and delivery across GAIN.</p> <p>As necessary, these activities will take place in the countries where GAIN works.</p> |
| <p>Tasks and responsibility</p> <p><u>Project Design and facilitation</u></p> <ul style="list-style-type: none"> • Lead and facilitate the design and conceptualization of projects using the GAIN Project Management framework. • Build and facilitate a culture of co-creation and joint ownership in the way GAIN design and deliver projects globally. • Foster a culture where programmes and projects are in the center of the organization, and where technical and professional functions work hand in hand with project teams to deliver high quality projects. • Champion effective and efficient project management across the organization. • Support the day-to-day project implementation focusing on key areas agreed with the Country Programme Team (CPT) Leadership. • Oversee and facilitate the transition from concept and design to a full proposal package including selection of key personnel, budget alignment, and workplan. |

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- Accompany the country teams in partner assessments and establishing partnerships.
- Work with the Project Oversight Committee and project sponsors to address areas where programme and projects require specialist input and support.
- Support project sponsors in diagnosing problem areas by organizing and facilitating workshops and meetings.
- Provide technical advice and support with resource mobilisation efforts by being the point person to the donor relations team and ensuring the proposal package reflects the objectives and realities of the design of the project based on the business plan and wider strategic objectives.

Knowledge management and capacity building

- Develop and lead on the planning and implementation of the in-house training program for staff on project design, closely linked to the GAIN Project Management Guidelines (PMGs) through the delivery of workshops, seminars, training modules etc.
- Maintain a reference document repository.
- Assist in establishing the South/South Learning agenda within CPT.
- Build and maintain a global community of practice or equivalent network that can support project managers through support, mentoring, coaching etc.

Other

- Perform other duties as maybe reasonably required and in line with the job post

Key organisational relationships

- Reports directly to the Director of Country Programmes
- Works closely with the Country Directors, Heads of Programmes and equivalent, as well as country project staff.
- Work closely with Cluster Leads and Programme Leads in PST, key staff in KL and DO.
- Works closely with the Programme Monitoring and Improvement Lead, and members of the CPT Support team.

JOB REQUIREMENTS

Competencies

- Strong stakeholder and relationship management skills. The ability to influence others at a high level, internal as well as external.
- A conceptual thinker with strong project management and planning skills.
- Ability to understand how improved food and nutrition security interventions can benefit the poor and relate this to the policies and priorities of donors and investors.
- Strong written communication skills: Ability to write clear, articulate, structured and persuasive documents (in English; additional languages an asset).
- Excellent research and analytical skills and ability to think creatively.
- Familiarity with development sector.
- Able to work independently, with some degree of flexibility and ambiguity.
- Solution orientated with strong problem-solving skills
- Proven ability to use initiative, prioritize, multi-task and work well under pressure to meet deadlines.
- Ability to work effectively in a decentralized matrix-style and multi-cultural organization.
- Goal orientated, with the ability to support with the implementation of functional business strategies

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- Proven expertise in portraying complex programmes and projects in a credible, accessible, and persuasive way.
- Computer literate, with the ability to use MS Office Suite and other bespoke systems to support effective delivery

Experience

- Substantial experience in large scale programme & project management.
- Proven experience in programme and project design in the global health and international development sector.
- Demonstrated people management experience in leading project / programme management staff and multi-disciplinary teams
- Proposal management platform experience
- Experience in capacity building through designing and facilitating staff trainings.
- A knowledge base in nutrition and food industry is an advantage.
- Prior experience working within a donor-funded environment and of donor reporting is an advantage

Education

- Bachelor's degree required in public health, nutrition, food sciences, social sciences or a related field or a suitable equivalent
- Master's level qualifications in the above or similarly relevant field of study/expertise highly preferred
- Additional qualification in project management (desirable)

Other requirements

- Fluent in written and verbal English. Working knowledge of French is an asset.
- Required to travel internationally frequently.
- Applicants must have the existing right to live and work in United Kingdom or Kenya.
- A personal commitment and desire to work in a growing organization which is ambitious and dedicated to helping improve the nutrition and food security of the poor.

WHAT GAIN OFFERS

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