

Global Alliance for Improved Nutrition

Job title:	Senior Project Associate, Food System
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Classification:	D4 – Senior Associate	Direct reports:	0
Work location	Jakarta, Indonesia	Travel required:	To be confirmed

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>Reporting to the Head of Programme, the Senior Project Associate will monitor and manage the progress of the Food System Dashboard (FSD) Project in Indonesia. Responsible for maintaining on all the FSD related technical assistance and implementation activities as defined in the project proposal and work plan.</p> <p>The Senior Project Associate will be responsible for ensuring that the interventions by different partners are coordinated so that overall project milestones and goals are met. You will oversee financial control and proactively review, make recommendations and report on programmatic activities to support the delivery of GAIN's strategic plan for FSD Indonesia project.</p> <p>You will also play a support role as the Country Food Systems focal point, while managing the upcoming Country Food System advocacy work.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Provide oversight, technical direction, and maintain the project activities implemented under the FSD project, including grant management and support of the FSD Stakeholders Advisory Group. • Support the Food System Senior Policy Advisor in Country Food System advocacy work. • Works closely with PST, KL and finance teams to ensure that all project activities are completed according to the project implementation timeframe and budget. • Manage stakeholders particularly Ministry of National Development Planning/Bappenas, MoH, District Governments, Industry and civil society. • Establish and supports the management of project consultants/third parties/vendors, under the supervision of the CD and Head of Programmes. • Conducts outreach and generates communications material for the projects. • Responsible for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements, including managing the QUAD process for the project. • Contribute to the development of new project proposals. • If needed, represents GAIN at events related to Food System including Post-Harvest Loss and waste, and Food and Land Use.

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Key organisational relationships

- Reports to the Head of Programmes, while under the supervision of the Technical Director.
- Supervised by and works closely with the PLAN Programme Lead to ensure robust program delivery.
- Serves as the Food System focal point to Country Director and GAIN Senior Management. Works closely with other initiatives to enable a food systems approach to promote dietary diversity, and incorporate lessons learned into program planning for the whole organization.

JOB REQUIREMENTS

Competencies

- Strong project management capabilities
- Strong monitoring and process/workflow analysis skills.
- Excellent communication and advocacy skills
- High level of professionalism and integrity
- Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.
- Computer literacy with good Excel, MS Word, Outlook, and PowerPoint skills.

Experience

- Experience in international development, including a project management with an existing network in Indonesia.
- Proven experience in contributing to the delivery of projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Experience in a multi-cultural environment and preferably in managing local issues in developing countries
- Strong understanding of Indonesia's public health sector required.
- Experience of delivering integrated health and/or nutrition programming highly desirable.
- Experience working in a public/private partnership environment desirable.
- Private Sector experience desirable

Education

- A Bachelors' Degree in nutrition, food science, health, international development, economics, business administration or a suitable equivalent is required.
- Diploma or equivalent certification in project management or business administration is highly desirable. Preferable: PRINCE2 (Foundation and/or Practitioner), Scrum Master, Agile PM.

Other requirements

- Fluent written and verbal English.
- Bahasa Indonesia verbal and written proficiency.
- Good report writing skills and some knowledge of technical writing for project-related documentation.
- Proactive and self-motivated individual capable of engaging persuasively with various stakeholders.
- A self-starter, able to work independently.

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WHAT GAIN OFFERS

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