

The Global Alliance for Improved Nutrition

Job title:	Senior Monitoring Associate
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Classification:	D4 – Senior Associate	Direct reports:	0
Work location	Ethiopia	Travel required:	60%

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 project monitoring and knowledge and learning leadership across GAIN Ethiopia portfolio of projects and ensuring that the projects are in line with donor requirements and expected outputs and outcomes. S/he will provide senior technical support to the field project teams to design, coordinate and implement the monitoring framework of the projects, primarily Better Dairy for All (BDFA) and Catalysing Policy Action for Healthy diets and resilience (CASCADE)</p> <p>This position will functionally report to the Senior Program Manager and with all technical aspects of the work managed by the Global Program Monitoring Lead and Knowledge Leadership team. There will also be close collaboration with the centralized program teams.</p>
<p>Tasks and responsibilities</p> <p><u>Monitoring and program improvement</u></p> <ul style="list-style-type: none"> • Contribute to the development of project theories of change and results frameworks and plans in collaboration with project managers in Ethiopia, the Knowledge Leadership (KL) team and Programme Monitoring Lead • Responsible for the oversight of the in-country monitoring activities for projects • Support in the consolidation of the country Learning Agenda to capture project learning and inform improvements to projects and strategy • Support the design and adaptation of the project monitoring tools and processes and support in the training and quality assurance of the project monitoring components. • Conduct monitoring field visits as required to ensure that project progress are on track. • Ensure timely and good-quality routine activity progress monitoring and reporting by GAIN and implementing partners. • Manage and ensure consistent collection, analysis, review, and interpretation of project monitoring data • Ensure appropriate completion and systematic storage for general project documents as well as datasets and assessment specific documentation. • Contribute to annual work plan development and budgeting. • Backstop the project implementation teams and implementing partners to support capacity development and training on quality assurance.

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- Responsible for tracking key milestones and closely monitor project outputs and key deliverables.

Reporting and stakeholder engagement

- Manage and ensure the consistent review, data analysis and preparation of reports on monitoring indicators.
- Lead the ToR development, consultant recruitment, and managing consultants for monitoring and evaluation needs whenever required.
- 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.
- Contribute to analysis of information collected and support all dissemination efforts including writing reports, briefs and other materials.
- Responsible for the dissemination of monitoring results to appropriate audience, interpretation of data and follow-up / corrective action
- Receive and compile reports from project teams, check the quality of deliverables against workplans and agreements, and prepare summaries of project expenditure and performance ensuring compliance with donor and internal requirements.
- Oversee and support the operationalization of project monitoring activities in alignment with project impact pathways and results frameworks.
- Collaborate with the Knowledge Leadership (KL) team and Programme Monitoring Lead to improve / adapt monitoring tools and project result frameworks.

Key organisational relationships

- Reports to the Senior Program Manager
- Works closely with all project teams at GAIN Ethiopia
- Works closely with GAIN Programme Monitoring Lead and KL team
- Work closely with consortium monitoring evaluation and learning teams.

JOB REQUIREMENTS

Competencies

- Recognized expertise in project/program monitoring, and project communications.
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Proven ability to generate and deliver reports that provide useful insight into project details.
- Clear and systematic thinking that demonstrates good judgment, problem solving, and creativity.
- Strong communication skills in multi-cultural, multi-lingual environments (written and verbal).
- Flexible, with a willingness and ability to travel in challenging environments.
- IT literate with excellent MS Office skills. Advanced Excel skills.
- Capacity to work remotely and independently.
- Self-motivated, high energy and solution-oriented.

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Experience

- Previous, substantive work experience supporting project monitoring and project management in international development, food supply chains, small and medium enterprises, and/or process control and improvement.
- Demonstrated excellence in written/verbal communications, research, writing, and analytical ability.
- Experience in the development and operationalization of result frameworks and monitoring plans.
- Demonstrated experience in critical analysis skills to extract key learning and effective practices from research findings.

Education

- Masters in a relevant field such as project Monitoring and Evaluation, business and marketing, food technology, agriculture, food science, nutrition, food economics, or other relevant fields.

Other requirements

- Willingness and ability to travel frequently to the field
- Fluency in English and Amharic, written and verbal

WHAT GAIN OFFERS

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