

Global Alliance for Improved Nutrition

| | |
|-------------------|--------------------------|
| Job title: | Project Manager, CASCADE |
|-------------------|--------------------------|

| | | | |
|------------------------|------------------------------------------------|-------------------------|-------|
| Classification: | Grade 4 | Direct reports: | 1 - 5 |
| Work location | Nacala District, Nampula Province, Mozambique. | Travel required: | 50% |

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 Catalyzing Strengthened Policy Action for Healthy Diets and Resilience (CASCADE) is a project that aims at improving food security and contribute to reduction of malnutrition among women of reproductive age (15-49) and children under five years in Mozambique. The project will be implemented in three districts on Nampula province, namely: Nacala-a-Velha, Monapo and Nacarroa districts in a consortium involving the GAIN and Care International, two organizations that have extensive experience in tackling malnutrition. The project will have a five-year duration and within the consortium GAIN is responsible for re-engineering markets and mobilizing private sector as well as Systematizing data and learning for policy.</p> <p>Reporting to the External Engagement Manager, the Project Manager will provide the strategic orientation while leading the overall CASCADE project components. In such a position, the Project Manager will monitor the CASCADE project to be implemented in the districts of, but not limited to Nacala-a-Velha, Monapo and Nacarroa, Nampula province, Mozambique. They will be responsible for leading on all the CASCADE project related technical assistance and implementation of activities as defined in the project proposal and work plan ensuring that the interventions by different partners are well coordinated, so that overall project milestones and goals are met.</p> <p>They will lead a high performing cross-functional project team, and establish, manage, and maintain relationships with relevant partners and stakeholders. They will be responsible for the overall project management leadership, ensuring the project team implement project activities within approved plans, budget, and quality standards.</p> <p>The Project Manager, throughout the project life cycle, ensures accurate planning, management and reporting of activities, budgets (resources), monitoring, external services and any other key areas required to deliver successful projects. They will oversee financial control and proactively review, make recommendations, report on programmatic activities, and support the delivery of GAIN's strategic plan for the CASCADE project to be implemented in Nampula province.</p> <p>The CASCADE Project Manager will supervise a team of five:</p> <ul style="list-style-type: none"> • Food Technology Associate • Senior Administration & Finance Assistant • Junior Associate, EmoDemos x(2) • Administration Driver. |

Global Alliance for Improved Nutrition

Tasks and responsibilities

Project Management and Implementation

- Leading in providing oversight, technical direction, and implementation of strategies and interventions as desired under the project as per the GAIN Project Management Guidelines (PMG).
- Defining project scope, activities, and objectives in line with the GAIN business plans, programme frameworks, and organizational strategic priorities.
- Monitoring the context dynamics and adapt the project activities and implementation modalities accordingly.
- Leading the preparation for the inception workshop for the project. Facilitating the inception workshop with support from the other teams in GAIN.
- Facilitating project review meetings at regular cycles and ensuring (track) documentation of findings and recommendations in PRISM.
- Providing technical guidance, advice and assistance in facilitating planning and implementation of strategies and interventions.
- Identifying and flagging any potential issues or risks that could affect the progression of the project. Work with the Head of Programs to identify possible solutions.
- Ensuring the quality monitoring of all projects implemented by partners in the project.
- Responsible for the timely submission of high-quality reports, success stories and other documents as per organizational procedure and donor requirements to update management on program progress achieved, program plans, changes in direction and challenges encountered.
- Working with the communications team to ensure adequate documentation of the work being implemented.
- Complying with and implementing according to GAIN's various policies, e.g., gender, diversity, environmental and safeguarding etc.
- Working closely with Project Sponsors, QUADs and the POC to manage and delivery effective projects.

Relationship and stakeholder management

- Establishing and managing working relations with diverse stakeholders – INGOs, bilateral agencies, government departments, business, and non-profit partners.
- Taking the lead in conceptualizing and organizing state / district level consultations / workshops / conferences as required in the project.
- Responsible for ensuring adherence to technical standards and compliance to technical guidelines and policies in all the projects.
- Representing GAIN at external meetings with partners and local stakeholders when needed.
- Building and maintaining a culture of mutual accountable partnership with other teams within GAIN that support programmes and projects.

People Management

- Line managing several direct reports, including supporting work plan development and performance management.
- Leading, managing and motivating the team, creating an environment that enables staff to maximize their potential and facilitates high performing teams.
- Ensuring the recruitment, management and development of a high performing team in line with the demands of the project work plan.

Global Alliance for Improved Nutrition

- Supporting the uptake and ensure staff accountability on the GAIN code of conduct.

Operational Management of Nacala office and Resource Management

- Under the supervision of the External Engagement Manager, monitors the systems and business processes for finance, HR, contracts, facilities, and IT that are integrated and aligned with the Maputo office and the organization as a whole.
- Supports the recruitment of staff, under the management of the centralized HR team.
- Ensures compliance with donor monitoring, spending and legal requirements in collaboration with project teams, technical teams, funding team and support teams.
- Work with international finance to ensure that accurate budgets and forecasting are drawn up for all activities, and that activities costs are kept within budgets.
- Leading on the procurement process by identifying, selecting, and managing suppliers within ethical and procurement standards and guidelines.
- Perform other duties as maybe reasonably required and in line with the job post.

Key organizational relationships

- Reports to the External Engagement Manager.
- Line management and mentoring of CASCADE managers, associates and assistants.
- Close collaboration with the External Engagement Workstream.
- Liaises regularly with GAIN Program Services Team and Knowledge Leadership teams, Government, Donors, NGOs, Private Sector, Academia and others.

JOB REQUIREMENTS

Competencies

- Excellent project management capabilities.
- Strong team leadership abilities with the ability to motivate and mobilize individuals within or outside their reporting line.
- Substantial business requirements collection and process/workflow analysis skill.
- Strong interpersonal, communication and advocacy skills.
- Diplomacy, tact and negotiation 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 Power Point skills (in addition to this, the postholder should have experience in creating / managing interactive dashboards for visualization using Tableau, Power Bi or Excel).
- Demonstrable understanding of the gender and protection dynamics of humanitarian and development work, and ability to capture this in the analysis and design of interventions.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Strong ability to be flexible and adaptable in times of unexpected challenges and provide creative solutions, whilst maintaining the ethos and objectives of the work at all times.
- Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, the civil society and the private sector.

Global Alliance for Improved Nutrition

Experience

- Demonstrable experience in international development, including proven experience in a project management / project leadership role with an existing network in Mozambique.
- Proven experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Strong understanding of Mozambique's public health sector and food system required.
- Experience in delivering integrated health and / or nutrition programming is highly desirable.
- Experience working in a public/private partnership environment is desirable.
- Private Sector experience desirable.

Education

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

Other requirements

- Fluent written and verbal English and Portuguese proficiency desirable.
- Must be willing and able to travel.
- 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.
- Must have the right to work and live in Mozambique.

WHAT GAIN OFFERS

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