

Global Alliance for Improved Nutrition

Job title:	Project Coordinator SUN Business Network- Nigeria		
Classification:	Grade 4	Direct reports:	1 - 5
Work location	Abuja, Nigeria	Travel required:	25%

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.

The SBN is one of four global networks within the Scaling Up Nutrition (SUN) Movement which supports 61 Countries, including Nigeria, to develop a multi-stakeholder approach to nutrition. The SBN Nigeria's ambition is to increase the availability and affordability of safe, nutritious foods in Nigeria through:

- Convening and organizing businesses around national nutrition priorities
- Assessing the challenges faced by businesses and identifying opportunities for scaling up their actions and investments in nutrition and facilitating partnerships at national and global level to support national businesses.
- Improving the enabling environment to incentivize business to take action on nutrition, fostering strong links and partnerships for the SBN Nigeria with SUN's Civil Society, Donor and UN networks, along with the Government of Nigeria

DESCRIPTION
<p>Overall purpose</p> <p>The Project Coordinator, Scaling Up Nutrition Business Network (SBN) will have overall responsibility for the leadership including the design, development, implementation and day-to-day operational management of all GAIN Nigeria projects under the SBN programme.</p> <p>The Global Alliance for Improved Nutrition (GAIN), the UN World Food Programme (WFP) co-convenes the Scaling Up Nutrition Business Network (SBN) at the global level. GAIN Nigeria hosts the secretariat of the SBN Nigeria and works closely with the SUN Government Focal Point and other SUN Networks in Nigeria. The Project Coordinator SUN Business Network will be supported with tools and guidance by the SBN Global team..</p> <p>Reporting to the Deputy Country Director, the SBN Project Coordinator will work closely with the SBN Global Lead, SBN Africa Regional Manager, the Senior Manager Finance and Administration, other country-based Project Managers, Technical Specialists, Knowledge Leadership (KL) teams and support staff to achieve high-level program quality and effectiveness through evidence-based work and to ensure compliance. This position is part of the Nigeria Project Management Group (PMG) The postholder is expected to support with ensuring organizational efficiency and effectiveness through participation in decision making, supporting communication and implementation of agreed decisions.</p> <p>They will be responsible for liaising with stakeholders within their assigned project components and ensuring that project outputs and activities are successfully implemented within approved plans, budget, timeline, and quality standards.</p>

Global Alliance for Improved Nutrition

Tasks and responsibilities

Project Coordination, Planning and Implementation

- Managing the project schedule, activity plan and planning milestones, supporting the tracking of progress and deliverables from project partners and implementing countries
- Contributing to close collaboration with the Deputy Country Director to the design and planning of the scope, activities and objectives of the project.
- Drafting the necessary project documentation during the design, planning and end-to-end implementation of the project as per the GAIN Project Management Guidelines (PMG) i.e. results framework, work plans etc. Conducting assessments and take part in proposal development.
- Developing the relevant documentation for the inception workshop for the project.
- Under the guidance of the Deputy Country Director, coordinating and scheduling project review meetings at regular cycles and preparing documentation of findings and recommendations in PRISM.

Project Management Coordination

- Lead the operational implementation of the SBN Nigeria programme, aligning activities to the SBN's logic model and results framework and where relevant, utilizing National SBN tools.
- Roll out the SBN's finance, technical assistance and business development surveys to assess SBN members for their needs – and identify new partnerships to address the challenges and opportunities facing business in Nigeria to scale up their actions or investments in nutrition.
- Identifying, escalating, tracking and resolving project issues on an ongoing basis, and proactively reporting to the Deputy Country Director issues which require wider attention and resolution.
- Implement the SBN program in partnership with key stakeholders – government/regulators, the private sector, development partners and consumers.

SBN Stakeholder management

- Build a network of relevant experts locally and globally and provide content and communications support to the global SBN team by sharing and adopting best practice through liaising with other National SBNs, particularly in Africa.
- To lead the SBN Nigeria's ambition to increase the availability and affordability of safe, nutritious foods in Nigeria, through convening and organizing businesses around national nutrition priorities,
- Assessing the challenges facing businesses and identifying opportunities for scaling up their actions and investments in nutrition and facilitating partnerships at national and global level to support national businesses.
- Improving the enabling environment to incentivize business to take action on nutrition, fostering strong links and partnerships for the SBN Nigeria with SUN's Civil Society, Donor and UN networks, along with the Government of Nigeria
- Organize technical and political level meetings between business, government, civil society, donors and UN agencies to strengthen cross-sector dialogue on nutrition and build consensus on priorities and opportunities for business and nutrition in-country.
- Recruit national businesses to the SBN and utilize the National SBN Membership database for SBN Nigeria and support the roll out of the SBN Nigeria Pitch Competitions.

People and Team Management

- Line manages 1-2 direct junior staff reports, supporting staff career development and managing performance.
- Contribute to building a positive and inclusive culture and working environment. for the staff to carry out their activities.
- Support the uptake and ensure staff accountability on the GAIN code of conduct.

Relationship Management

Global Alliance for Improved Nutrition

- Contribute to building strong partnerships with civil society, INGOs, government entities, private sector and other organisations.
- Contributing to a culture of mutual accountable partnership with other teams within GAIN that supports programmes and projects.
- Work closely with Project Managers, the professional services teams (HR, Finance, Legal etc.) to manage and deliver effective projects.

Resource Management

- Develop donors' reports in collaboration with project teams, technical teams, funding team and support teams.
- Facilitate accurate project budgeting and forecasting processes, ensuring that activities costs are kept within budgets.
- Develop Terms of Reference for project consultants/suppliers hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other report within ethical and procurement standards and guidelines.
- Maintaining a central database of all project documents and materials, such as meeting summaries, status reports, action items, and deadlines
- Ensure timely monthly project reporting on program progress achieved, program plans, changes in direction and challenges encountered.
- Develop project summaries, collate lessons learned and draft best practice documents.

Key organisational relationships

- Reports to the Deputy Country Director.
- Line management and mentoring of the Project Associate.
- Close collaboration with the other projects and operational staff.
- Liaises regularly with the SBN Global Coordinator and the SBN Africa Regional Manager and GAIN Programme Services Team.
- Government, Donors, NGOs, Private Sector, Academia and others

JOB REQUIREMENTS

Competencies

- Ability to coordinate and influence the formulation, implementation, monitoring of international development projects.
- Ability to lead effectively, motivate and mobilise individuals within or outside their reporting line.
- Excellent stakeholder management, with the ability to operate within the corporate and public sectors to effectively liaise with private companies, development agencies, and governments at senior level.
- Ability to advocate, cultivate and negotiate significant senior level partnerships and relations and operate in high level meetings and similar settings.
- Strong presentation and communication skills in multi-cultural, multi-lingual environments.
- Good interpersonal, communication and influencing skills.
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills and advance knowledge of spreadsheet and database packages, experience in handling of web-based management system

Global Alliance for Improved Nutrition

Experience

- Proven track record in identifying and supporting SMEs, including female-led and female owned businesses, to scale-up private sector investment in nutrition.
- Proven experience in project management
- Previous experience with business and project administration systems, including financial administration.
- Experienced partnership broker and/or negotiation skills with the private sector
- Track record of successful fundraising with multi-lateral, private and corporate donors
- Previous experience in delivering projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance.
- Proven ability in donor contracting & budget management

Education

- Degree or equivalent recognized international accreditation in a project management and/or Bachelors' degree in business management, international relations, sustainable development, economics, development studies, public health nutrition or related field.
- A master's degree is an added advantage

Other requirements

- Must be willing and able to travel.
- Fluent written and verbal English
- Knowledge of second language within GAIN's regional offices (desirable)