

## Global Alliance for Improved Nutrition

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|-----------------|--------------------------------------------|------------------|-----------|
| Job title:      | Project Officer, Wholegrain Transformation |                  |           |
| Classification: | Grade 3                                    | Direct reports:  | 0         |
| Work location   | Ethiopia, Addis Ababa                      | Travel required: | Up to 50% |

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system changes in 10 countries. This is bold and complex, and the only way to achieve this is to collaborate with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-four-year legacy of transforming people's lives with improved nutrition.

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>Overall purpose</b></p> <p>The Project Officer works with the project manager, project coordinator, and operations teams to support the coordination of wholegrain transformation projects activities. They are involved in core project activities like facilitating and implementing activities that strengthen the wholegrain value chain, including processing, market linkage, promotion, and policy/advocacy. and provide a range of support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation, and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with GAINs Project Management Guidelines.</p> <p>The project officer will also undertake various administrative tasks; organizing, coordinating, scheduling, and attending meetings with team members, stakeholders, clients and suppliers, and initiating procurements and following up.</p> |
| <p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Strengthening wholegrain processors' capacity through facilitating technical assistance around technology adoption, quality assurance systems, business development support, financial support linkage, and institutional market linkages.</li> <li>• Provide wholegrain nutritional awareness campaigns targeting smallholder farmers, schools, and other institutions.</li> <li>• Promote household-level nutrition practices by leading education campaigns that encourage wholegrain consumption in collaboration with the existing government actors and the project's consortium members.</li> <li>• Manage assigned activities in the plan and support the tracking of progress and deliverables from project partners.</li> </ul>                                                                                                                                                                                                               |

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- Under the guidance of the project coordinator, coordinate and schedule project review meetings at regular cycles and prepare documentation of findings and recommendations, and track progress.
- Consult with the Project Manager or Project Coordinator on issues of course correction and change requests, escalate and contribute to resolve any project issues.
- Contribute to the drafting of 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.
- Understand relevant environments and gender and safeguarding themes and their presence and relevance in project activities.
- Implementation of wholegrain transformation project activities in compliance with the policies and best practice standards of GAIN.

### **Project documentation and reporting**

- Be responsible for the regular updating of PRISM to ensure accurate documentation of project/activity progress for project review meetings.
- Source, collate and compile data and information to identify emerging issues, track, and report on project progress against established milestones and deliverables.
- Prepare and maintain project documentation and PRISM for reporting, monitoring, and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.

### **Relationship Management**

- Under the supervision of the project coordinator, conduct regular field monitoring visits of the activities conducted under the project by partners. Follow up with partners to ensure timely submission of reports and prepare timely monitoring reports with findings and recommendations.
- Collaborate closely with external suppliers and professional services to facilitate effective delivery of projects.
- Maintain close collaboration with consortium members, civil society, INGOs, government entities, private sector, and other organizations.
- Contribute to a culture of mutually accountable partnership with other teams within GAIN that supports programmes and projects.

### **Procurement, Payments, and Financial Reporting**

- Oversee all administrative aspects of the procurement process, including budgeting, procurement, supporting the drafting of agreements and contracts, and logistical arrangements within ethical and procurement standards and guidelines.
- Support the project manager or project coordinator in preparing donors' reports in collaboration with project teams, technical teams, funding teams, and support teams.
- Work closely with the project accountant, monitoring the receipt of deliverables and payments to partners, as well as ensuring all project-related expenses are properly coded to ensure the accuracy of financial reporting.
- Contribute to accurate project budgeting and forecasting processes.
- Process timely payments to consultants and other service providers, ensuring compliance with GAIN procurement policy.
- Perform other duties assigned by management.

### **Key organizational relationships**

- Reports to the Project Coordinator
- Close collaboration with country operational staff and project team.

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- Liaises regularly with GAIN professional services, Programme Services Team, and Knowledge Leadership teams.
- Vendors and Suppliers, Government, NGOs, Private Sector, and others

### JOB REQUIREMENTS

#### Competencies

- Understanding national nutrition policies, food safety and quality regulations, and wholegrain quality standards.
- Skilled in engaging processors, SMEs, smallholder farmers, and local institutions to implement sustainable wholegrain initiatives. Skills in mobilizing consumer cooperatives, SMEs, and local institutions to adopt wholegrain practices.
- Clear and systematic proactive thinking demonstrates good judgement, effective problem-solving, and creativity.
- Demonstrate flexibility and openness to change whilst always maintaining the ethos and objectives of the work.
- 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.
- Understanding of the gender and protection dynamics of humanitarian and development work, and ability to capture this in the analysis and design of interventions.
- Strong ability to work with diverse groups/individuals, ranging from local partners, local authorities, local community groups, civil society, and the private sector.
- Computer literacy with good Excel, MS Word, Outlook, and PowerPoint skills and advanced knowledge of spreadsheet and database packages, experience in handling web-based management systems
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

#### Experience

- Experience in project implementation, desirably with the wholegrain value chain production, marketing, promotion, and advocacy focuses.
- Previous experience with business and project administration systems, including financial administration.
- Proven ability to execute administrative tasks in a timely manner.
- (Desirable) Experience in delivering a wide range of project management and support services, within tight deadlines and limited resources, while managing competing priorities.
- Experience working in a multi-cultural or international environment is desirable.

#### Education

- Degree or equivalent recognized international accreditation in project management and/or bachelor's degree in business management, sustainable development, agricultural economics, development economics, development studies, food science technology, policy studies, Nutrition, Public health, Rural development, or related field.

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### Other requirements

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

### WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition