

Job details	
Job Title: Programme Manager, Trade Facilitation	Line Manager title: Country Director, Kenya
Grade: JG5	Direct reports: Programme Officer (JG 7)
Department: Kenya Country Programme	Location: Nairobi, Kenya
Job summary	
<p>Programme Manager, Trade Facilitation (TF) will lead and manage the design and implementation of all projects, within Kenya country programme, which support trade policy & integrated corridor management, Standards Quality Infrastructure (SQI) & Sanitary and Phyto-Sanitary (SPS) measures, and digital trade. These projects and interventions will be funded by a range of donors who are directly supporting the delivery of the country programme, such as the EU, USAID, UK – Foreign, Commonwealth and Development office (FCDO), DANIDA, to mention as few. The Programme manager will support the Country Director, Kenya in engagements and in managing relationships with Government Ministries, Departments and Agencies (MDAs), with an overall mandate of facilitating Kenya’s trade.</p> <p>To bolster green economic growth and create decent job opportunities in Kenya, TMA supports programmes such as the Economic Recovery and Reforms Activity (ERRA), funded by USAID, to unlock export growth and job creation in key value chains linked to structured trade in food commodities and Cotton, Textile and Garments (CTG). Also, under ERRA, TMA has launched a job creation call for proposals from the private sector in Kenya and will provide cost sharing grants to unlock exports and growth in agribusiness and CTG; and the Business Environment and Export Enhancement Programme (BEEEP), funded by the EU, with a focus on avocados, mangoes, and vegetables value chains.</p> <p>The programme manager will lead on activities throughout the whole Project Life Cycle Management (PCM) including at designing phases, planning and implementation; monitoring, evaluation, collaboration, learning and dissemination; quality assurance, reporting and oversight with regular steering committees; and stakeholder engagement including coordination with country and regional teams and external actors. Some of the ongoing donor funded programs are funded by the USAID Economic Recovery and Reform Activity (ERRA) and the EU Funded Business Environment and Export Enhancement Programme (BEEP).</p>	
Roles and Responsibilities	
<p>Programme and Project Development, Implementation and Delivery: 50%</p> <ul style="list-style-type: none"> • Support the Country Director to formulate and implement trade facilitation interventions in line with the approved activities within the country programme’s strategy and flagship programmes such as BEEEP and ERRA, among others. • As the project lead, the programme manager will be responsible for all aspects of PCM, from design to project oversight, to M&E and contract management and will be the primary person accountable for project implementation for projects in the trade portfolio to drive both expenditure and results. It’s important that the PM follow best practice in line with TMA’s PCM guidelines and meets all specific compliance requirements of different donors. • An important aspect of this work will be stakeholder engagement both within TMA, including country teams, Programme Delivery Hub (finance, procurement, results), communications and impact, as well as external stakeholders related to the projects, including implementing partners and donors. • Manage projects to ensure that results and indicators are appropriate, that progress is being made against agreed results, projects are properly structured and adequately resourced, projects are completed on time and within budget and that work is delivered to a technical standard that fully meets requirements. • Support the Country Director in managing the Innovations and Ideation of the next generation concepts in trade facilitation, incubating them, and translating them to implementable and practical solutions in addressing trade regulatory and policy challenges in the trade and business environment. • Manage projects to ensure that results and indicators are appropriate, that progress is being made against agreed results, projects are properly structured and adequately resourced, projects are completed on time 	

and within budget and that work is delivered to a technical standard that fully meets requirements.

- Work closely with the knowledge and results team to develop quarterly and annual reports on the Management information System (MIS) and timely submission of reports to key donors, in line with the set expectation(s) and templates.
- Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure.
- Lead and manage trade facilitation projects in collaboration with the regional Business Environment Team; and align Trade Facilitation priorities globally, at continental, regional and national levels.

Fundraising and Resource Mobilisation: 15%

- Support the Country Director, Kenya to ensure that the programme has enough resources, in line with the fundraising strategy, to enable implementation of the country programme's strategy.
- Regularly identify new sources to potentially fund trade facilitation, market system/value chain interventions within the Kenya country programme.
- Support the Country Director in country-resource mobilization, including monitoring donor priorities and drafting concept notes and proposals to realize additional funds from existing and new donors; and
- Explore new areas for support in line with the TMA Strategic plan.

Strategic partnerships and relationships management: 15%

- Ensure dissemination and visibility of project achievements and the continuous update of the website.
- Collaborate with communication unit to shape and monitor the programmes communication plan in line with TMA's Corporate Communication Strategy and business plan, and visibility commitments to the donor.
- Effectively communicate programme progress and results to internal and external stakeholders and support in delivery of high-quality outputs to ensure that TMA's mission and vision are well communicated to investors and stakeholders, and that TMA's work motivates and inspires donors, implementing partners and other stakeholders.

Collaboration, Learning and Adaptation: 10%

- Support TMA's research work related to trade and providing insights to the results and impact of TMA programming in trade facilitation.
- Support the development of a community of practice.
- Documents and promotes lessons learned and best practices for knowledge sharing and learning.
- Undertake any other duties as may be assigned by the Country Director, Kenya to support the overall management of the team and implementation of the programme.

Compliance with TMAs Corporate Level Responsibilities: 10%

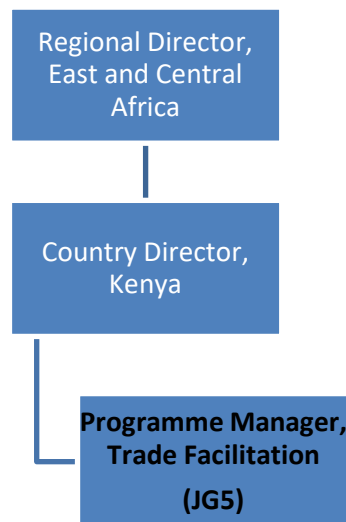
- Apply the highest standards of controls and risk management practices and behaviors and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand, and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Understands funding sources for projects, the implementation timelines agreed with funders, monitors implementation and delivery to ensure that projects are within budget, scope and time. Where changes occur, clearly documents and ensures that relevant internal (portfolio director, technical lead, SLMT leads) and external stakeholders (donors, partners) are informed.
- Puts in place data collection mechanisms for evidence-based results articulation, documents lessons, shares knowledge, incentivize staff/teams and enforces compliance and standards.
- Contributes to the development/revision of tools and procedures to document and share knowledge, incentivize staff/teams and enforce compliance and standards.
- Ensure inclusion of gender-sensitive/responsive indicators to track progress towards gender integration.

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- Participates in regular informal and formal reflection, knowledge sharing and learning events.
- Promote and adhere to TMA's core values and ensure compliance with organizational policies and procedures.
- Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Work closely with other TMA Corporate functions including the Corporate Affairs and Fundraising, Results and Impact, CEO's office, Regional Outcome areas to ensure that external communications are developed with maximum impact and delivered against the results calendar and corporate strategy guiding work across the programme area and the organisation.
- Any other related responsibilities that may be assigned by the line manager from time to time.

Organisational positioning



Academic qualifications, technical knowledge and experience

- A postgraduate or undergraduate degree in Economics, Development Studies, International Trade, or related field. A master's degree in a related field and qualifications in project planning and management will be an added advantage.
- Undergraduate degree holders will be required to have at least 10 years of relevant working experience, while postgraduate degree holders will be required to have at least 8 years of relevant working experience.
- Minimum of three years of management experience is mandatory.
- Practical knowledge of the trade and development needs of developing countries and a good understanding of trade facilitation context at regional and continental level.
- Experience in working with private sector and civil society to deliver trade capacity support and to support trade related advocacy.
- Experience in project and financial management including assessment and evaluation in East Africa.
- Good understanding of the national and regional socio-political and economic contexts in East Africa.
- Good understanding of national governance issues and strong familiarity with national stakeholders
- Experience in managing multiple projects, demonstrated organisational skills and attention to detail.
- Excellent influencing, networking, and relationship building.
- Ability to work within and communicate effectively within a matrix structure and between regional and technical teams.
- Excellent communication and written and spoken English.
- Ability to prioritise and produce work of a consistently high standard.
- Comfortable working under pressure and within tight deadlines with ability to multi-task.
- Experience with gender and social inclusion in programming a strong advantage.
- Knowledge of Kiswahili/or French would be an advantage.

Additional information

Job Description



The job holder may from time to time be required to provide support to TradeMark Africa's wholly owned subsidiary, Trade Catalyst Africa (TCA), as would be communicated by your line manager. When this happens, the specific task(s) will be reflected in your performance management tool (OKRs) and assigned to a relevant task(s) manager.

Sign off		
Job holder	Signature:	Date:
Line Manager	Signature:	Date:
Counter-signing Quality Assuror	Signature:	Date: