

Job Description – Director, Southern Africa



Job Details	
Job title: Director Southern Africa with focus on Zambia, Malawi, Mozambique	Line Manager Title: Senior Director Trade Environment and Southern Africa
Grade: Job Group 4	Direct reports: <ul style="list-style-type: none"> • Programme Manager (JG5, Malawi) • Programme Manager (JG5, Zambia)
Department: Southern Africa	Location: Lusaka, Zambia
Job summary	
<p>TMA has a growing portfolio of country programmes in Southern Africa in Zambia, Malawi, Mozambique with good possibilities of funding for Zimbabwe and South Africa. The regional Director for Southern Africa will primarily be responsible for Zambia as the largest programme (50-60%) in this portfolio but will also cover the other countries in the portfolio which presently include Malawi (30%) and Mozambique (20%). Other countries in Southern Africa might be added into the portfolio as the programme matures and based on approval by the Board. This person will have the overall responsibility for the scale up, design and implementation of these country portfolios with a focus on delivery of both impactful results and timely expenditure in line with TMA's Strategy 3 on Building Sustainable Trade and Inclusive Trade, Regional and Country Strategies. In particular, the director will need to ensure effective 1) delivery of these programmes from design to implementation and closure in line with TMA's Project Cycle Management (PCM) Guidelines, systems, procedures and other donor requirements; 2) fundraising from donors and philanthropic organisations; 3) management of TMA teams and technical assistants who support implementation of the smaller programmes in Mozambique and Zimbabwe; and 4) effective stakeholder management and governance of these programmes through TMA's National Oversight Committees (NOCs) and maintenance of strategic relationships with Governments, the private sector, civil society, and the donor communities.</p>	
Roles and responsibilities	
<p>Design and Delivery of Country Programmes:</p> <ul style="list-style-type: none"> • Lead the development, implementation and updating of programme strategies to ensure alignment with the TMA Corporate Strategy and Results Framework. • Provide strong leadership to the country teams, making timely decisions and when matters require interventions by higher levels within TMA, ensuring timely escalation of matters for SLMT decision making. • Facilitate the operations of the National Oversight Committees (NOCs) for the country programmes. • Act as Secretary to NOC meetings composed of TMA's key partners which oversee implementation of the country programmes. In this capacity, prepare annual business plans and quarterly progress reports and updates to ensure smooth operation of the Committees. • Work at a strategic portfolio level with the Chief of Programmes, Senior Directors, and Technical Advisors to ensure coherence of the country programmes and their alignment to national development plans and TMA's Theory of Change. • Deliver successful projects within the country programmes and ensure portfolio outcomes are in line with TMA's Theory of Change and Programme Cycle Management (PCM) guidelines. • Provide oversight on Project Cycle Management, that includes programme and project level formulation, mobilisation, outcome/output-based planning, reporting and financial management, risk management, results-oriented monitoring, learning and evaluation, procurement, and contract management, and closure. • Quality assure programme related documents, especially the ones to be shared with the senior leadership team, board members, TMA's donors and external stakeholders. • Promote bilateral and regional cooperation by fostering close linkages with other TMA national and regional programmes for sustainable trade growth, economies of scale and value for money. • Develop and maintain detailed annual activity schedules, work plans and expenditure forecasts for projects at each outcome area in the country programmes. • Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure. 	

- Define terms of reference and oversee the sourcing and procuring of experts to conduct technical assistance, expert missions, feasibility, scoping and design studies and other activities for all projects, in line with TMA's procurement guidelines and procedures.
- As the budget and risk holder, ensure programme budgets are in line with expenditure forecasts and results targets, as outlined in the results framework and that risks are being effectively managed.
- Manage assigned matrix teams comprised of Project Leaders (PLs) and Technical Co-ordinators (TCs) and convene regular meetings to ensure effective delivery of projects in the country programmes.

Fundraising:

- Develop and regularly update a comprehensive fundraising strategy for the country programmes in line with the country programme's strategy.
- Ensure the country programmes have enough resources in the short, medium and long term to enable implementation of the country programme's strategy.
- Regularly identify new sources of funds for the country programme and design a mechanism to tap into those sources.
- Identify opportunities to leverage new investments into TMA and co-ordinate the scale up of support to trade development in the country programmes.
- Support Senior Leadership Team in country resource mobilisation, including monitoring donor priorities and drafting concept notes and proposals to realise additional funds from existing and new donors; and
- Explore new areas for support in line with the TMA Strategic plan.

Strategic partnerships/relationships:

- Develop and maintain strong working relationships with partners, TMA donors, government, private sector, civil society, research organisations and other development partners as well as other relevant projects and initiatives supported by TMA.
- Lead on high-level political and diplomatic matters representing TMA at high level events and act as the primary TMA interlocutor at all high-level stakeholders in priority projects. Ensure that all TMA projects have steering committees chaired at a senior level by implementing partners.
- Liaise with the local donor communities to ensure smooth relationships with the investors and to support additional fund raising from new and existing donors. Together with country colleagues and Senior Management Team, develop proposals for new country projects; and
- Develop and implement a communications and visibility strategy for the programmes, in liaison with the TMA Communications Team and ensure good public relations around TMA projects and TMA related issues, including case studies and impact stories.
- Always remaining alert and maintaining a delicate balance between maintaining close relationships with donors and keeping the relationship very professional.

Monitoring, evaluation, learning and reporting:

- Ensure good practice monitoring, evaluation and learning is used throughout the programme cycle from design and throughout implementation.
- Liaise with the Results team to develop and maintain the programme's Results Framework and other monitoring systems for all projects, in line with the TMA corporate strategy.
- Oversee preparation of regular project and financial progress reports and provide, as required, updates for the Regional Director – East and Central Africa, SLT, and other TMA oversight bodies including the NOCs, PCCs, Board of Directors, and its committees, and the Council.
- Develop and maintain an accessible database of project and programme information for all projects and adhere to best practice in results based PCM.
- Contribute to the preparation of TMA annual reports and annual work plans.
- Oversee and participate in media and communications activities to ensure visibility of TMA at national and regional levels.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards, and advice on appropriate response.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.

- Document lessons learned and best practices for knowledge sharing and learning, including in adaptive programming suited to conflict or fragile country environments; and
- Actively contribute and participate in annual reviews, formative and/or summative project and programme evaluations as required.

Leadership, team engagement and Human Resource Management:

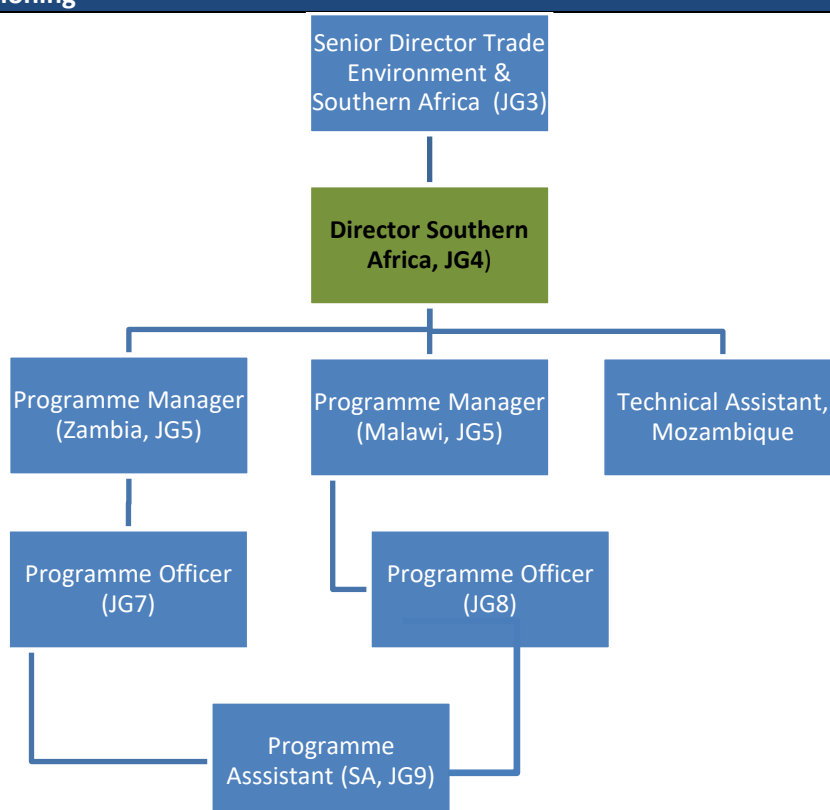
- Support the Human Resources Director in managing all aspects of staffing for your Programme and maintains a clear team structure with specific roles, responsibilities, and reporting lines as well as implementing the performance management system.
- Provide leadership and mentorship to the team and in conjunction with the Head of HR, develop team engagement initiatives and ensure full compliance of all HR policies in your team.

Compliance with TMA Corporate Systems:

- Apply the highest standards of controls and risk management practices and behaviors and embed a positive risk and control culture.
- Demonstrate prudence, sound judgment, and appropriate and timely escalations in the management of all types of risk (including fraud risk) applicable to the programme officer's 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 training within the stipulated timelines.
- Participate in regular informal and formal reflection, knowledge sharing, and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Promote and adhere to TMA's core values and ensure compliance with organisational policies and procedures.
- Maintain zero tolerance for bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behavior that threatens TMA's reputation.

Any other related responsibilities that may be assigned by the line manager from time to time.

Organisational positioning



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Academic and professional qualifications

- An undergraduate degree or postgraduate degree preferably in Economics, Development Studies, International Trade, Public Policy, Planning, Finance or Management/Business Administration.
- Qualifications in project planning and management are an added advantage.

Work experience

- Undergraduate degree holders will have at least 12 years of relevant working experience in programme management (at least 10 years of relevant working experience will be required for postgraduate degree holders).
- Five years of leadership and management experience.
- Three years of the working experience should have been gained in Southern Africa or the other countries in which TMA operates, primarily in managing economic co-operation programmes related to regional integration, trade facilitation, trade and investment climate reform, transport sector development, and/or institutional reform.
- Experience of working with bilateral donors and donor agencies such as the Foreign, Commonwealth and Development Office (FCDO), the European Union (EU), USAID, the World Bank group and/or other development partners is required.
- Strong programme cycle management skills, proven ability in preparing terms of reference and project documents and monitoring and evaluation skills are essential.
- The role requires practical experience in project financial and risk management and monitoring and evaluation skills.

Technical skills and behavioural competencies

- Excellent leadership and people management skills. Demonstrate personal qualities and credibility to lead, develop and motivate staff.
- Strong strategic thinking, formulation and implementation skills including the ability to communicate strategy and impact concisely and simply.
- Ability to establish, influence and maintain strong collaborative partnerships/relationships with development partners, high ranking government officials, civil society and private sector organisations.
- Strong diplomatic skills and knowledge of the political landscapes in the Southern Africa Region
- Fluent (writing, reading, and speaking) in English, with excellent report writing skills and the ability to effectively communicate and articulate key issues clearly and concisely.
- Excellent presentation, oral and written communication skills, with the ability to influence others to achieve objectives and gain consensus and collaboration.
- Good understanding of the development sector and key national contexts as relating to regional trade and integration.
- Strong analytical and advocacy skills.
- A self-motivated individual with excellent personal effectiveness skills who can work both independently as well as part of a team.
- Solid programme and financial management skills.
- Sound decision-making and judgement capabilities, as well as good problem solving and analytical skills.
- The ability to handle competing priorities and a challenging workload.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Counter-signing Quality Assuror (CQA) name:	Signature:	Date: