

Job description

Job details	
Job title: Programme Manager, Zambia	Line Manager title: Director, Southern Africa
Grade: JG 5	Direct reports: Programme Officer, Zambia
Department: Zambia Country Programme	Location: Lusaka, Zambia
Job summary	
<p>The Programme Manager (PM) will be responsible for the effective delivery in terms of expenditure and results of projects in the Zambia Country Programme and as well as in other Southern African countries where there is no TMA presence such as Mozambique. The PM will be the Project Lead for all projects in the portfolio and oversee all aspects of project delivery from planning, design, implementation (procurement, contract management, M&E and reporting) and closure/ In addition, the PM will need to deputize the Zambia Country Director and support stakeholder engagement, fund raising and representation where needed.</p>	
Roles and responsibilities	
<p>Effective Delivery of Country Projects</p> <ul style="list-style-type: none"> • Develop annual business plans, country strategy, for submission and approval by the donor, National Oversight Committee and Senior Leadership Team. • Ensure good practice Programme Cycle Management (PCM) is followed by the whole team in terms of project design, procurement & contract management, outcome/output-based planning, reporting and financial management, and results-oriented monitoring, learning and evaluation, and risk management. • Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure; and • Ensure effective project governance takes place with regular project steering committees • Support the design of new programming in line with Country Strategies • Develop and maintain detailed annual activity schedules, work plans and expenditure forecasts for projects each outcome area in the country programme ts and ensure that all expenditure is within budget and according to plan <p>Stakeholder Engagement and Governance</p> <ul style="list-style-type: none"> • Support the Country Director/Southern Africa Director in developing and maintaining strong working relationships with Zambian partners, donors, government, private sector, civil society, research organisations and other development partners as well as other relevant projects and initiatives supported by TMA. Support key stakeholders in critically examining capacity needs and develop proposals in line with TMA strategic objectives. • 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. • Identify forums where TMA can make relevant contribution and raise its profile in regional integration and trade. In the Country Director's absence, represent TMA at these forums and/ or develop material that will be used for these engagements. • Liaise with the Country Director and colleagues in the Technical Team to analyse national strategies for regional integration and their implications and advise accordingly. <p>Monitoring, evaluation, learning and dissemination</p> <ul style="list-style-type: none"> • Prepare regular progress reports for donors, stakeholders, and the organization's leadership. • Ensure good practice monitoring, learning and evaluation is used throughout the programme cycle from design and throughout implementation. • Provide analytical reports on developments by MDAs in response to regional integration and their implications. • Contribute to the development/ revision of tools and procedures to document and share knowledge, incentivize staff/ teams and enforce compliance and standards advice on appropriate response action. 	

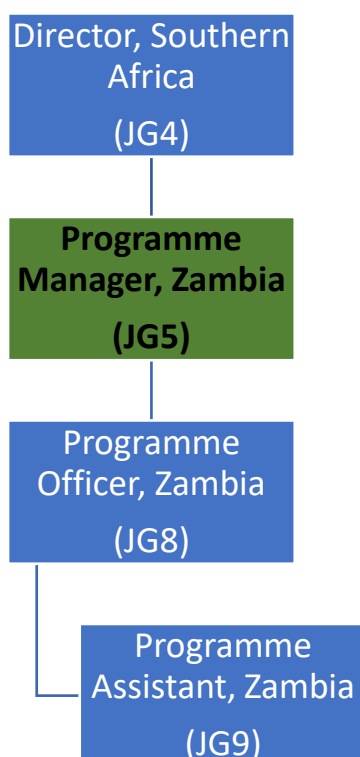
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- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Oversee the preparation of regular project and financial progress reports and provision of regular ad hoc briefings and updates for the Southern Region Director, Senior Leadership Team, and other TMA oversight bodies.
- Actively contribute and participate in external mid-term reviews or impact evaluations as required.
- Support media and communications activities to ensure visibility of TMA at the national level.

General

- Apply the highest standards of controls and risk management practices and behaviours 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 the 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.
 - Promote and adhere to TMA's core values and ensure compliance with organisational 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.
- 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 or postgraduate degree in either Business Administration, Economics, Development Studies, International Trade, Planning, Finance or related field.
- Qualifications in project planning and management are an added advantage.

Work experience

- Undergraduate degree holders will have at least 10 years of relevant working experience (at least eight years of relevant working experience in programme management is required for postgraduate degree holders).
- Experience in managing complex and diverse projects, including conducting baseline assessments and evaluations and identifying impactful interventions in varied projects.

Technical skills and behavioural competencies

- Good understanding of the development sector in Malawi, Zambia and Mozambique and key national contexts as relating to regional trade and integration.
- Good understanding of national and regional socio-political and economic contexts.
- Strong programme management skills.
- Ability to mentor and build capacity of programme teams to ensure a broad understanding of key concepts within the organisation.
- A self-motivated individual who can work both independently as well as part of a team.
- Excellent oral and written communication skills, including written, analytical, presentation and reporting to effectively communicate and articulate key issues.
- Ability to establish and maintain strong partnerships with key internal and external stakeholders.
- Ability to influence, network and build sound, productive working relationships and networks.
- Strong strategic thinking, formulation and implementation skills including the ability to communicate strategy and impact concisely and simply.
- A self-motivated individual who requires minimal supervision.
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Sign off

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