

Job Description - Programme Manager

Job details	
Job title: Programme Manager	Line Manager title: Country Director, Uganda and South Sudan Country Programme
Grade: JG5	Direct reports: Programme Officer
Department: South Sudan Country Programme	Location: Juba, South Sudan
Job summary	
<p>The Programme Manager deputises the Country Director and will lead the design and implementation of projects, within the South Sudan country programme. The focus is on facilitating trade and bolstering green economic growth, primarily through developing the Nimule One Stop Border Post, to improve border workflow systems and procedures, build the capacity of cross-border traders and equip a laboratory for rapid and confirmatory standards testing at the border. This feeds into TradeMark's seven year Strategy, which aims to support the public and private sectors to remove trade barriers and reduce the cost and time of trade. TradeMark does so through implementing digital systems for trade, enhancing standards, unlocking export growth and job creation in value chains, improving inclusion of women and youth-led businesses, and establishing trade infrastructure.</p> <p>The Programme Manager will be responsible for all phases of project cycle management, supporting the Country Director Uganda and South Sudan in fundraising and engaging with the international for the country programme, engagements and in managing relationships with Government Ministries, Departments and Agencies (MDAs), with an overall mandate of facilitating South Sudan's trade.</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 particular the Nimule One Stop Border Post. 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. Effectively manage stakeholder within TMA, including country teams, Programme Delivery Hub (finance, procurement, results), communications and impact. Engage confidently and with impact with external stakeholders related to the projects. Maintain consistent, proactive communication with, and ensure buy-in and support for the project from all implementing partners and donors, in particular senior stakeholders from the Government of South Sudan. <ul style="list-style-type: none"> 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. Understand funding sources for projects, implement timelines agreed with funders, monitor implementation and delivery to ensure that projects are within budget, scope 	

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and time. Where changes occur, clearly document and ensure that relevant internal (portfolio director, technical lead, SLMT leads) and external stakeholders (donors, partners) are informed.

Fundraising and Resource Mobilisation: 15%

- 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. Regularly identify new sources to potentially fund trade facilitation, market system/value chain interventions within the Uganda 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

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 programme's communication plan in line with TMA's Corporate Communication Strategy and business plan, and visibility commitments to the donor. Work closely with other TMA Corporate functions including Corporate Affairs and Fundraising, Results and Impact, CEO's office, Regional to ensure 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.

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

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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 complex 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 the local language / Kiswahili would be an advantage.
- Prior work experience in South Sudan is required.

Additional Information

1. 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,

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the specific task(s) will be reflected in your performance management tool (OKRs) and assigned to a relevant task(s) manager

2. This position work is only open to South Sudan nationals or citizens

Sign off

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