



Job Description – Programme Officer

Job details	
Job title: Programme Officer	Line Manager title: Programme Manager, Uganda and South Sudan
Grade: JG 8	Direct reports: None
Department: Uganda Country Programme	Location: Kampala, Uganda
Job summary	
<p>The programme officer will support delivery of TradeMark Africa (TMA)'s Uganda Country programme through providing high quality and diligent Programme Cycle Management (PCM) and end to end programme support. S/he will work closely with the Programme Manager, Uganda and South Sudan and the Country Director, to ensure delivery of results from country programmes such as The Uganda Trade Support (TUTS) Project, and the Economic Recovery and Reform Activity (ERRA) - Uganda in line with TMA's PCM guidelines.</p> <p>She/he will manage the process of the annual work planning cycle with technical teams and assist with the consolidation of all project plans. In addition, the job holder will carry out administrative activities, including consolidation of quarterly and annual reports, taking minutes in meetings, and ensuring follow up and any other functions that may be required.</p>	
Roles and responsibilities	
<p>Programme and Project Cycle management:</p> <ul style="list-style-type: none"> - Aggregate inputs into a comprehensive plan for the TUTS Project and UCP annual work planning processes in collaboration with the Programme Manager and other technical teams. - Coordinate process for all teams involved in the TUTS Project and UCP projects to derive estimated activity costs, rationalise and aggregate project budgets and support in expenditure forecasting. - Collect information from project teams to ensure regular update of the mobilisation plan and comprehensive procurement pipeline for the TUTS Project and UCP projects. - Update and maintain TUTS Project and UCP Monitoring, Evaluation and Learning Plan (AMELP) as well as individual project result frameworks, in collaboration with project teams and the results and impact team. - Track the TUTS Project and UCP budget and expenditure and closely monitor budget components, including obligations and budget ceilings, in collaboration with the programme budgeting and financial reporting team. - Track and update adherence to reporting timelines and structures as well as consolidation of the periodic reports required for the TUTS Project and UCP. - Track and update programme risks for the TUTS Project and UCP and ensure the programme's risk plans are comprehensive and regularly updated. <p>Programme coordination and administration:</p> <ul style="list-style-type: none"> - Provide administrative services related to oversight of the programme including organisation of regular meetings across the different teams, taking minutes and following up on agreed actions, and keeping an update of all agreed decisions. - Maintain branding and marking plan, collaboration, learning and adaptive management plans, including keeping an update of the events calendar, with support from the communications and results team. - Ensure Collaboration, Learning and Adaption workshops and events both internal and external are well organised and delivered on time and to budget. - Document lessons learned and best practices for knowledge sharing and learning. 	



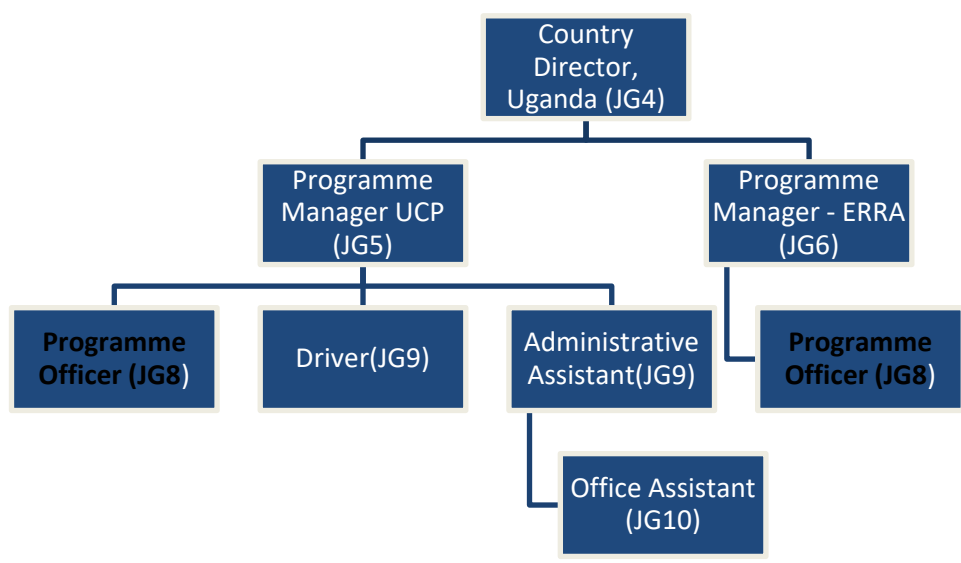
- Track adherence to TMA project approval requirements, budget revisions and reallocations, and ensure compliance with TMA and donor policies, in line with the co-operative agreements with TMA.
- Manage process of preparation for annual audits of the TUTS Project and UCP, ensuring they meet donor requirements, with support from the Finance team in Corporate Resources.
- Undertake other required duties in support of the TUTS Project and the UCP portfolio, as necessary.

Corporate level responsibilities:

- 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 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.
- Ensures compliance with PCM guidelines throughout the project design and implementation cycle, including robust project planning, reporting and closure, adhering donor requirements as stipulated in contribution agreements.
- Participates in regular informal and formal reflection, knowledge sharing and learning events.
- Documents and promotes 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 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.
- Collaborates with the communication unit to shape and monitor the programmes communication plan in line with TMA's corporate communication strategy and visibility commitments to funding agencies.
- Effectively communicates programme progress and results to internal and external stakeholders and supports in the 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.
- Works closely with other functions including the Corporate Affairs and Fundraising, CEO's office, outcome areas to ensure that external communications are developed with maximum impact and delivered against the results calendar and corporate strategy.
- Any other related responsibilities that may be assigned by the line manager from time to time.
- The job holder may from time to time be required to provide support to TradeMark Africa's wholly owned subsidiary, Trade Catalyst Africa, as would be communicated by your line manager. When this happens, the specific task(s) will be reflected in your OKR and assigned to a relevant task(s) manager.

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Organisational positioning



Academic and professional qualifications

- Undergraduate degree or diploma in social sciences, business administration, development studies or related field.
- Professional qualifications in project management, M&E or communications will be an added advantage.
- Fluency in both written and spoken English.

Work experience

- For undergraduate degree holders at least three years relevant experience and for diploma holders at least five years in managing and coordinating projects, including monitoring and evaluation, knowledge management and communications activities for donor-funded programmes.
- At least three years’ experience in Project Management Cycle or its equivalent.
- Previous work experience with donor funded projects will be an added advantage

Technical skills and behavioural competencies

- A strong understanding, and proven experience in, Programme & Project Cycle Management and Results Based Measurement.
- Good understanding of project implementation approaches.
- Good financial management skills including financial reporting, budgeting, and expenditure forecasting.
- Good understanding of procurement cycle management and contract management and project risk management.
- Good analytical, written and oral communication skills.
- Teamwork, inter-personal and stakeholder management skills with the ability to develop strong internal and external working relationships.
- Strong planning and organizing skills, ability to priorities, pay attention to detail and work with minimum supervision.
- Proficiency in MS Office applications.

Risks associated with the position

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Linked to donor funding to the Uganda Country Programme and other supplemental funding and the position is therefore subject to funding availability.

Sign off

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