



## Job Description – Country Director, Kenya

Job Details	
<b>Job Title:</b> Country Director, Kenya	<b>Line Manager Title:</b> Regional Director, East and Central Africa
<b>Grade:</b> JG4	<b>Direct reports:</b> <ul style="list-style-type: none"> <li>• Programme Manager (JG5, Kenya)</li> <li>• Programme Manager, Market Systems (JG5, Kenya)</li> <li>• Programme Manager, Trade Facilitation (JG5, Kenya)</li> </ul>
<b>Department:</b> Kenya Country Programme	<b>Location:</b> Nairobi, Kenya
Job summary	
<p>The Country Director (CD) leads the country programme with an overall responsibility for delivering results in line with TradeMark Africa (TMA)'s Strategy and Project Cycle Management (PCM) Guidelines. S/he manages and maintains strategic relationships with the Government of Kenya, the private sector, civil society, and the donor communities. Also, the CD is responsible for managing the country team to ensure good design and delivery of projects, and ensuring best practice is followed with TMA corporate guidelines, procedures, and systems.</p> <p>The CD, Kenya has the overall responsibility for an effective design and delivery of trade facilitation and market systems/value chain programming, including, but not limited to the EU-funded Business Environment and Export Enhancement Programme (BEEEP) and the US-funded Economic Recovery and Reform Activity (ERRA). S/he will develop and maintain effective projects in line with TMA's strategic plan, results framework, and its monitoring systems, and ensure delivery of programme activities in infrastructure development, trade facilitation, support to Government institutions and the private sector. The CD has the responsibility of scaling up the programme and identifying opportunities for additional investments through fundraising from donors, development partners and other agencies.</p> <p>As the Portfolio director, the CD has the responsibility of streamlining good ways of working between the country programme's team and regional &amp; other country teams, as well as external stakeholders. The CD has the overall responsibility of managing programme risks as well as in providing leadership and mentorship to the team.</p>	
Roles and responsibilities	
<p><b>Strategy development and programme delivery: 30%</b></p> <ul style="list-style-type: none"> <li>• Lead the development, implementation and updating of the programme strategy to ensure alignment with TMA's Corporate Strategy and Results Framework.</li> <li>• Provide strong leadership to the country team, making timely decisions and when matters require interventions by higher levels within TMA, ensuring timely escalation of matters for decision making.</li> <li>• Facilitate the operations of the National Oversight Committee (NOC) for Kenya.</li> <li>• Act as Secretary to NOC meetings composed of TMA's key partners which oversee implementation of the country programme. In this capacity, prepare annual business plans and quarterly progress reports and updates to ensure smooth operation of the Committee.</li> <li>• Provide technical thoroughness and work at a strategic portfolio level with the Regional Director – East and Central Africa, Technical Leads and Technical Advisors to ensure coherence of the country programme and its alignment to national development plans and TMA's Theory of Change.</li> <li>• Deliver successful projects within the country programme and ensure portfolio outcomes are in line with TMA's Theory of Change and Programme Cycle Management (PCM) guidelines.</li> <li>• Specifically, ensure successful and timely delivery of the EU funded Business Environment and Export Enhancement Programme (BEEEP) and the US funded Economic Recovery and Reform Activity (ERRA), among others.</li> <li>• Provide oversight on Project Cycle Management, which 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.</li> </ul>	



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- 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.
- Provide oversight through development of detailed annual activity schedules, work plans and expenditure forecasts for projects at each outcome area in the country programme.
- 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 budget is 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 programme.

### **Fundraising: 20%**

- Develop and regularly update a comprehensive fundraising strategy for Kenya in line with the country programme's strategy.
- Ensure the country programme has 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 programme.
- 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: 20%**

- Develop and maintain strong working relationships with partners, the 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 fundraising from new and existing donors. Together with country colleagues and Senior Management Team, develop proposals for new country projects.
- Develop and implement a communications and visibility strategy for the country programme, 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; and
- Always remaining alert and maintaining a delicate balance between maintaining close relationships with donors and keeping the relationship professional.

### **Monitoring, evaluation, learning and reporting: 10%**

- Ensure good practices in monitoring, evaluation and learning is used throughout the programme cycle from design to project closure 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.



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- Oversee preparation of regular project and financial progress reports and provide, as required, updates for the Regional Director – East and Central Africa, SLMT, 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: 10%**

- Support the Head of Human Resources in managing all aspects of staffing for the country programme and maintaining 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.

### **Compliance with TMA Corporate Systems: 10%**

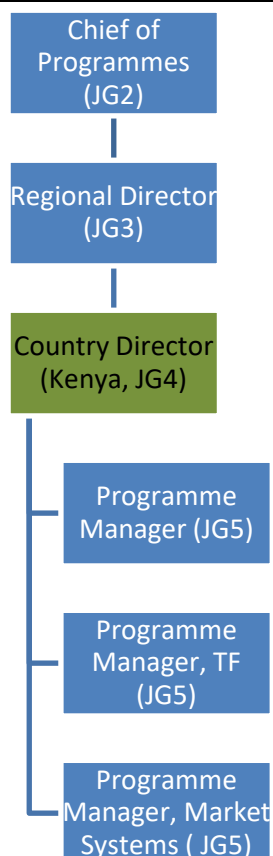
- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.
- Understand 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 good practice PCM during project design, terms of reference and technical specifications development, mobilisation, procurement and contract management, outcome/output-based planning, implementation, timely and quality reporting, project sustainability, and results-oriented monitoring, evaluation, and learning.
- Applies best practices in financial management, is the accounting officer for programme and project funds, monitors costs and ensures value for money in project activities and outputs. Ensures accurate financial information including informed budgets and reliable forecasts and works with engages partners and grantees to ensure that budgeting, forecasting, and expenditure is commensurate with progress and results.
- Manages relationships and communicates with internal and external stakeholders including donors, partners and service providers and clearly articulates programme scope, timelines, budget, risks, and deliverables.
- 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.
- Ensure that activities are designed and implemented with a gender lens and incorporate interventions responsive to gender, youth, persons with disability and /or other marginalised groups.
- Ensure implementation of minimum standards on reporting gender disaggregated data.
- Leads in the preparation for annual reviews, project, programme and thematic evaluations, reviews, audits and ensures consistent and thorough maintenance of project documentation, management of project assets.



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- Uses available and/or develops tools to monitor project progress towards delivery at the activity, output and outcome levels.
- Puts in place data collection mechanisms for evidence-based results articulation, documents lessons, shares knowledge, incentivise staff/teams and enforces compliance and standards.
- Participates, and as required, leads teams and partners in regular informal and formal reflection, knowledge sharing and learning events.
- Ensure inclusion of gender-sensitive/responsive indicators to track progress towards gender integration in all projects.
- 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.
- Any other related responsibilities that may be assigned by the line manager from time to time.
- 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 funding agencies.
- Effectively communicate programme progress and results to internal and external stakeholders and support 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 others.
- Work closely with other 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

### Organisational positioning



### Academic and professional qualifications



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

### Work experience

- Undergraduate degree holders will be required to have at least 12 years of relevant working experience in strategic oversight and programme management & delivery (at least 10 years of relevant working experience will be required for postgraduate degree holders).
- Minimum of five years of leadership and management experience.
- At least three years of the cumulative working experience should have been gained in Eastern Africa, primarily in managing economic development cooperation programmes related to regional integration, trade facilitation, trade and investment climate reforms, private sector development, transport sector development, and/or institutional reform.
- Experience of working with donor agencies such as the Foreign, Commonwealth and Development Office (FCDO), the European Union (EU), United States Agency for International Development (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.

### Technical skills and behavioural competencies

- Practical knowledge and experience in managing Private Sector engagement, Market systems, Value Chains and logistics projects is required.
- 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 Kenya.
- 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.
- 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.

### Additional information

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 performance management tool (OKRs) and assigned to a relevant task(s) manager.

### Sign off

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