

Job details	
Job title: Programme Manager, Gender and Inclusive Trade	Line Manager title: Director, West Africa and AfCFTA
Grade: JG 5	Direct reports: Programme Officer (TBD)
Department: Country Programmes	Location: Accra – Ghana*
Job summary	
<p>Working closely with the Director-West Africa & AfCFTA, and Director-Inclusive Trade, the Programme Manager will be responsible for the implementation of the TMA gender strategy for West Africa in line with TMA’s corporate strategy. S/he will provide technical and operational support to TMA’s country and regional programmes in the implementation of TMA’s Gender and Inclusion strategies focusing both on mainstreaming and targeted approaches. The Gender manager will ensure that commitments are well articulated, incorporated into all programming (as relevant), measurable and delivered. S/he will play a key role in the effective integration of gender/ youth/ persons with disability and other marginalised groups issues in TMA corporate policies, systems, and operations. This role requires close collaboration with other units in TMA such as Results, Regional and Country Programme teams, implementing partners and human resource department as the front line implementors of the gender and inclusion work within the organisation.</p>	
Roles and responsibilities	
<p>Gender and Inclusion Strategy development and delivery (30%)</p> <ul style="list-style-type: none"> Support the development and roll out of the TMA gender and inclusion strategy and ensure all projects undergo assessment to identify opportunities for mainstreaming gender and inclusion. Ensure gender and inclusion components are adequately covered in all corporate documents such as the annual and quarterly reports, business plans and specific programme documents. Support gender and inclusion related resource mobilisation, including monitoring donor priorities, drafting concept notes, and integrating into project proposals. Support the delivery of gender and inclusion capacity building to TMA staff and partners. Develop methodologies to collect and aggregate gender and inclusion related evidence to monitor progress and impact in collaboration with the programme and results teams. Contribute to strategic analysis, portfolio analysis and stakeholder perceptions, as well as ongoing comprehensive political economy analysis, to position TMA’s work most effectively and inform future programming; support and shape TMA’s strategic political, stakeholder and diplomatic engagement for the support to the AfCFTA Programme and the West Africa portfolio. Lead collaborative and effective engagement with critical stakeholders, developing strategic (formal and informal) partnerships to enable TMA to achieve its objectives, with national Governments, AfCFTA Secretariat and ECOWAS Commission, the international community, the private sector, and civil society, liaising and fostering coordination. Actively represent and promote TMA’s work and profile and deputise in national and international public events and fora for the Director, particularly those related to TMA operations in West Africa and with the AfCFTA <p>Programmes and Outcomes Delivery (30%)</p> <ul style="list-style-type: none"> 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. Ensure compliance with programme/project cycle management (PCM) guidelines throughout the project design and implementation cycle, including robust project planning, reporting and closure; adherence to donor requirements as stipulated in contribution agreements. Manages relationships and communicates with internal and external stakeholders including donors, partners and service providers and clearly articulates project and programme scope, timeline, 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.
- Ensures compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting, closure, and hands-on involvement, management, and execution.

Reporting, monitoring, and learning (20%)

- Ensure inclusion of gender-sensitive /responsive indicators to track progress towards gender and youth integration in all project monitoring plans.
- In collaboration with Gender and Inclusion Champions and Result Team, document and promote lessons learned and best practices for knowledge sharing and learning including impact stories.
- 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.
- Contributes to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards.
- 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.

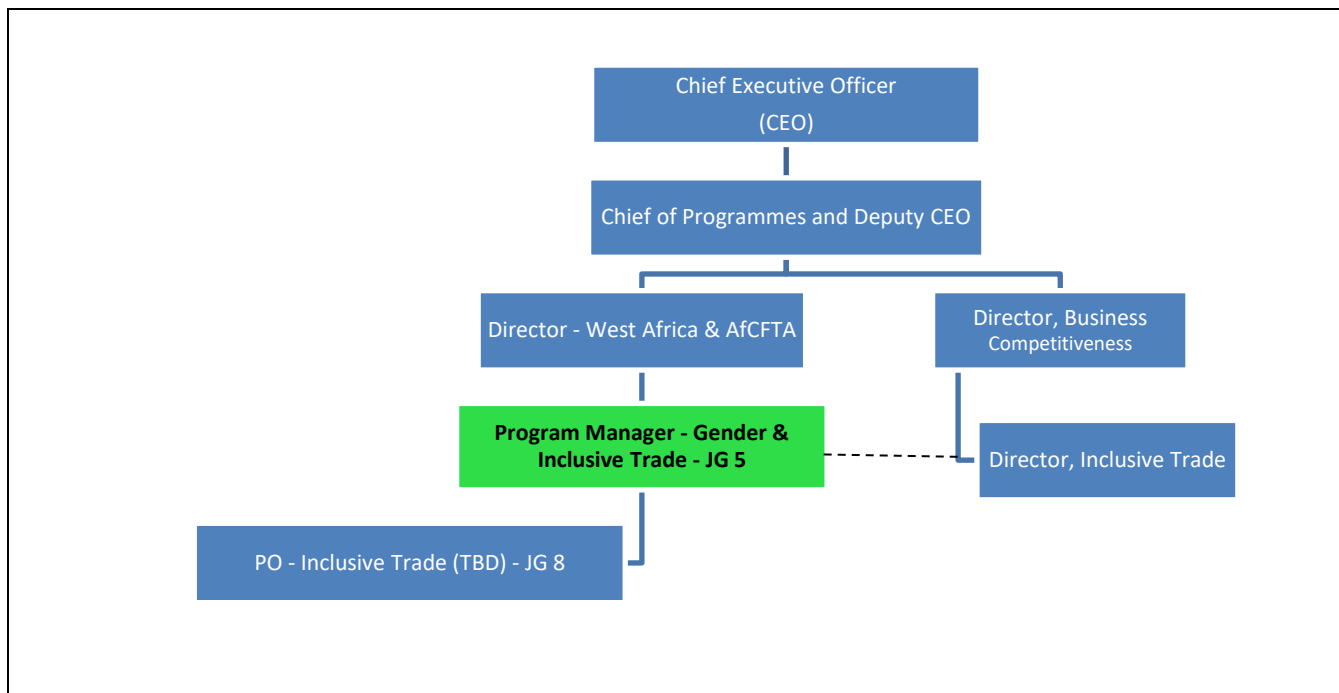
Communications, Visibility and Knowledge management (20%)

- Support cross-cutting research work around the gender and inclusion theme; assist teams in determining relevant gender and inclusion and persons with disability (PWDs) dynamics and causes of inequities.
- Identify gender forums and outreach campaigns where TMA can raise its profile and visibility on gender and youth inclusion including donor Round Table meetings, and other related forums.
- Effectively communicate gender programme progress and results to internal and external stakeholders and support in delivery of high-quality outputs to ensure that TMA's mission and vision are well communicated to stakeholders, and that TMA's gender and youth inclusion work motivates and inspires donors, implementing partners and other stakeholders.
- Participate in regular informal and formal reflection, knowledge sharing and learning events on gender and youth inclusion and PWDs.

Audit & Assurance: 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.

Corporate Resources: 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



Academic and professional qualifications

Undergraduate degree plus ten years' relevant experience including three years of management experience OR Postgraduate degree plus eight years' relevant experience including three years of management experience.

Work experience

- Proven abilities to conceptualise and design projects with strong gender and inclusion components, project implementation, results measurement, reporting, and stakeholder engagement gained through working experience in Africa.
- At least 3 years' experience in managing complex and diverse projects, including conducting gender and youth inclusion assessments and evaluations, and identifying impactful interventions in varied projects.
- Demonstration of a good understanding and development of successful methodologies and approaches used to mainstream and integrate gender in programming.
- Ability to integrate cross-cutting themes such as environment and climate change in programming.
- Experience working in a matrix managed structure.
- 2 years' demonstrable experience in training, mentorship and capacity building of direct reports and programme teams to ensure a broad understanding of gender and inclusion concepts within the organisation.

Technical skills and behavioural competencies

- Strong leadership and management skills, including the ability to provide strategic guidance and technical oversight to teams. Demonstrate personal qualities and credibility to lead, develop and motivate staff.
- Ability to establish and maintain strong collaborative partnerships/relationships with teams, development partners, partner government agencies, civil society, and private sector organisations/associations.
- Good understanding of inclusion programme design, economic development and trade approaches that address issues of gender and inclusion and poverty reduction.
- Good understanding of national and regional socio-political and economic contexts.
- Strong familiarity with national, regional, and international stakeholders in gender, inclusion, and trade.
- Excellent interpersonal skills with demonstrable experience networking at various levels with public and private sector, and international partners.
- Demonstrable ability to influence others to achieve objectives and gain consensus and collaboration.

Job description

- Sound decision-making and judgement capabilities, as well as good problem solving and analytical skills.
- A dynamic, energetic, and self-motivated team player who requires minimal supervision.
- **Highly Desirable:** Good knowledge of financial management, grant management and risk assessment in a development organisation; Knowledge and practice in the areas of project cycle management (PCM)
- **Required:** Excellent oral and written communication skills, including written, analytical, presentation and reporting; Fluency in both English and French languages

Risks associated with the position

- 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 this role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- 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.

Sign off

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

***This position will be based in Accra – Ghana, with frequent travel in the WA region. Only those eligible to live and work in Ghana will be considered.**