

Job details	
Job title: Programme Manager, Trade Facilitation	Line Manager title: Director, West Africa & AfCFTA
Grade: JG5	Direct reports: TBA
Department: West Africa Programme	Location: Accra – Ghana*
Job summary	
<p>The Programme Manager, Trade Facilitation will support the Director West Africa & AfCFTA and, Trade and Customs (T&C) Director in coordinating the alignment of trade policy and facilitation practices and goals to TMA’s strategy and ensuring that trade facilitation is streamlined in all aspects of the relevant TMA’s projects and interventions in West Africa. He/she will ensure establishment of clear linkages of trade facilitation to organizational objectives at both the national and regional levels. The position will involve provision of technical and operational support to border agencies in the implementation of trade facilitation initiatives such as, but not limited to Integrated Border Management (IBM), Authorised Economic Operators Schemes (AEOs), Authorised Supply Chains (ASC), Trade Procedures Re-engineering, Training and Capacity Building, among other instruments under the World Customs Organisation (WCO) Safe Standards Framework. S/he will support the Director in formulation, review and implementation of trade policy instruments including trade barrier, trade remedies and tariffs frameworks. Other aspects of the position will involve leading and coordinating TMA’s implementation of trade facilitation and customs arrangements emerging from trade agreements such as the World Trade Organisation Trade Facilitation Agreement (WTO TFA), AfCFTA, WCO, among others.</p>	
Roles and Responsibilities	
<p>Trade Facilitation Programme Management & Operations (40%)</p> <ul style="list-style-type: none"> • Support the formulation and implementation of the TMA Trade Facilitation and Trade Policy Strategy as per the prevailing Theory of Change. • Support the formulation and management of TMA’s Trade Facilitation and Policy programming at continental, regional and national levels. • Provide technical management in the implementation of TMA’s Trade Facilitation and Policy projects and interventions. • Management of innovations and ideation of the next generation concepts in trade facilitation and policy, incubating them, and translating them to implementable and practical solutions in addressing trade regulatory and policy challenges in the trade and business environment. • Support the design, development, and implementation of trade remedies frameworks and effective NTBs resolutions mechanisms at continental, regional and national levels in TMA funded projects and interventions. • Support the engagement of regional and international bodies involved in trade agreements, such as the AU, AfCFTA Secretariat, WTO, WCO, Regional Economic Communities (RECs) including ECOWAS. • Support TMA’s research work related to trade policy and facilitation programming – providing insights to the results and impact of TMA programming in trade facilitation. • Manage trade facilitation and policy programme delivery by ensuring good practice Project Cycle Management (PCM) in terms of project design, procurement, contract management, outcome/output-based planning, reporting and financial management, and results-oriented monitoring, learning and evaluation. • Lead, manage and mentor junior trade facilitation and policy team members, Tand other members of the Trade Environment Department on trade facilitation matters. • In line with TMA Strategy, manage the operational/implementation of technical inputs and quality assurance on TMA’s work on trade policy in general and with specific focus on Trade Remedies and 	

NTBs; Trade Agreements; Institutional Support for Trade Policy Agencies and Bodies; Trade Policy and Strategy Development; among others.

- Work closely with the Director (West Africa & AfCFTA), Director (Trade & Customs), TMA Regional and Country Offices by managing the support and operations of trade policy and facilitation programmes to enhance implementation of regionally or globally agreed trade agreements.
- Contribute and support policy analysis and research, to inform trade policy and strategy development as well as promote dialogue among TMA key stakeholders.
- Manage the development of a Trade Policy programming sustainability strategy and an implementation plan detailing how current and future trade policy interventions will be sustained by trade policy implementing agencies.
- Manage the exploration of potential new areas of engagement around trade policy and regional integration that are in line with the TMA Strategic plan.
- Support the Regional Economic Communities (RECs) including ECOWAS Commission on negotiations and implementation of trade agreements.
- Support the RECs including ECOWAS Commission on development and implementation of trade policy instruments.
- Support the RECs including ECOWAS Commission on development and implementation of trade remedies and barriers to trade frameworks.
- Support the RECs including ECOWAS Commission and Countries in undertaking trade facilitation and policy studies and reviews.

Reporting and Monitoring of Results (20%)

- Support the Director (West Africa & AfCFTA) and Director (Trade & Customs) in working with Knowledge & Results and the Research Directors to carry out trade data analysis to assess the impact of TMA support towards enhancing trade policy in the regions of TMA operations.
- Use trade data and policy analysis to identify and draw linkages between trade policy and infrastructure development programs with a view to informing operational options, enhancing effectiveness of TMA interventions and/or informing strategic decisions.
- 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.

Communications, Visibility, Knowledge Management and Lesson Learning (20%)

- In collaboration with the Communications team, provide material for publication, demonstrating results and good practice in TMA's work especially around flagship trade policy projects.
- Provide information and data towards the preparation of reports and communication materials.
- Support the Director (West Africa & AfCFTA) and Director (Trade & Customs) to manage trade facilitation and policy capacity development activities at regional and national level (e.g., managing Communities of Practice, training, coaching, information sessions), with partner organisations and for TMA staff.
- Manage the work with country and regional teams to provide technical advice and input on trade policy and facilitation, internally and/or with partners.
- Support the Director (West Africa & AfCFTA) and Director (Trade & Customs) to manage a regular programme of topical seminars and talks for TMA staff on research findings, from key informants on trade policy and other trade related issues.
- Support the Director (West Africa & AfCFTA) and Director (Trade & Customs) to manage any training programs designed for trade negotiators, private sector, and civil society stakeholders to better participate and execute agreements related to trade facilitation.

- Contribute to research and knowledge materials including flagship publications, policy and research studies, economic research papers and briefs related to trade policy.
- Through training and capacity building programmes, improve and deepen TMA staff and partner organisations' understanding of trade policy and trade related policy issues.
- Manage teams in regular informal and formal reflection, knowledge sharing and learning events.

Stakeholder Engagement and Partnership Development (20%)

- Manage strategic and general partnerships with key organizations, stakeholders and partners including national Government agencies and international and regional non-governmental, private sector and civil society organisations with a focus on trade policy dialogue, trade capacity building and sharing of knowledge and best practices.
- Support the Director (West Africa & AfCFTA) and Director (Trade & Customs) to develop and maintain strong working relationships with the Heads of Trade and Trade facilitation and policy teams in RECs, particularly the ECOWAS Commission, and other multilateral trade organizations such as WTO, WCO, UNCTAD, ITC and EIF as well as non-governmental trade organisations.
- Manage TMA's contributions and inputs to the Aid for Trade, work around post Bali WTO TFA and other trade related discussions at regional and global levels, working closely with all relevant Directors and teams across TMA.

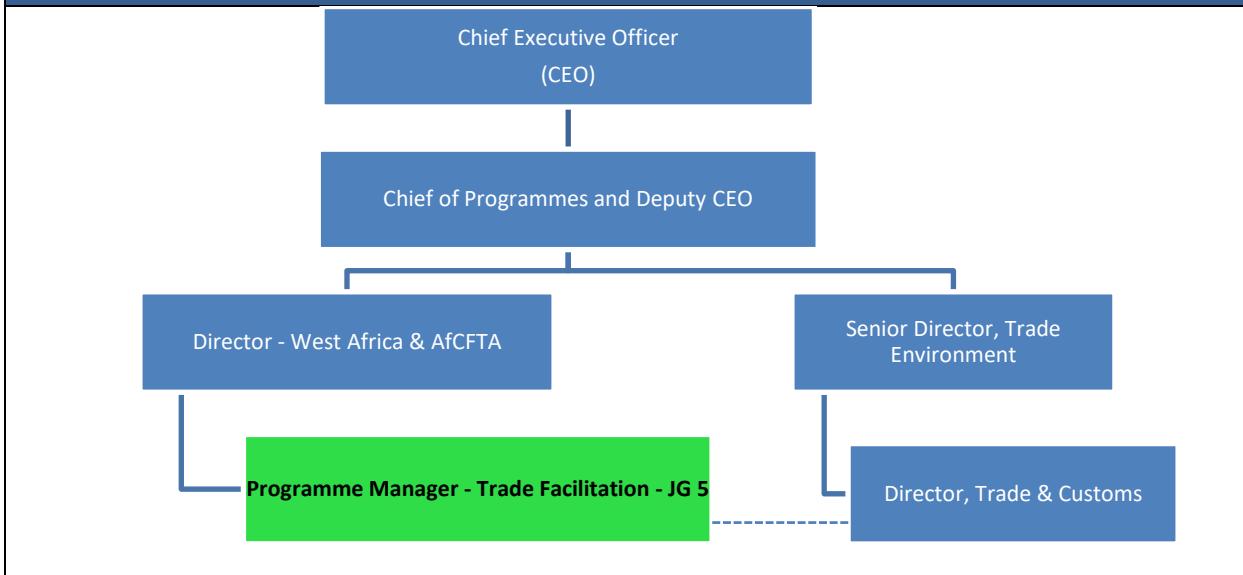
Corporate Level Responsibilities

- 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 managing 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 daily, focusing on fixing root causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory training 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.
- 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.
- Ensure implementation of minimum standards on reporting gender disaggregated data
- Contributes to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards.
- 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.
- 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.
- 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.
- Any other related responsibilities that the Director Gender and Inclusion may assign from time to time.
- You 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, the specific task(s) will be reflected in your Objectives Key Results (OKR) and assigned to a relevant task(s) manager.

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.

Organisational positioning



Academic and professional qualifications

- A postgraduate or undergraduate degree in Economics, Development Studies, International Trade, and International Trade Law. A Masters degree in in project planning and management will be an added advantage.
- Undergraduate degree holders will have at least ten (10) years of relevant working experience, while postgraduate degree holders will require at least eight (8) years of relevant working experience.

Work experience

- Good understanding of the multilateral trading systems and their implication to regional integration.
- Experience working with regional economic communities required.
- A good understanding of trade facilitation context and regional integration in West Africa.
- Good understanding of the dynamics of trade facilitation and trade barriers impacting trade at national, regional and at the global levels.
- Very good understanding of the multilateral trading systems and their implication for regional integration.
- Significant knowledge of the trade and development needs of developing countries.
- Good understanding of trade policy, trade facilitation, infrastructure, and transport/logistics.
- Good understanding of Customs and its related trade and transport interfaces.
- Experience in working with private sector and civil society to deliver trade capacity support and to support trade related advocacy.

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, continental and regional bodies, 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.
- 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 within the West African region. Only those eligible to live and work in Ghana will be considered.**