



Job details	
Job Title: Programme Manager, Market Systems	Line Manager Title: Country Director, Kenya
Grade: JG5	Direct reports: <ul style="list-style-type: none"> • Programme Manager, Private Sector (JG6) • Programme Officer (JG7)
Department: Kenya Country Programme	Location: Nairobi, Kenya
Job summary	
<p>The Programme Manager, Market Systems will be responsible for an effective design of new programmes and delivery of market systems/value chain programmes at country and regional level, and particularly responsible for the delivery of expenditure and results from existing programmes such as the Business Environment and Export Enhancement Programme (BEEEP), funded by the EU, and the Economic Recovery and Reforms Activity (ERRA), funded by USAID, in line with the overall TMA Theory of Change (TOC).</p> <p>TMA aims to bolster green economic growth and create decent job opportunities in Kenya by supporting implementation of the Integrated National Export Promotion and Development Strategy, through programmes such as BEEEP (with a focus on avocados, mangoes, and vegetables value chains) and ERRA (to unlock export growth and job creation in key value chains linked to structured trade in food commodities and Cotton, Textile and Garments (CTG). Also, under ERRA, TMA has launched a job creation call for proposals from the private sector in Kenya and will provide cost sharing grants to unlock exports and growth in agribusiness and CTG.</p> <p>The Programme Manager’s primary role will be to support the implementation/rolling out of programmes across the targeted value chains. S/he will lead on market systems approaches on programming throughout the Project Life Cycle Management (PCM) including from design, to completion of implementation including drafting Terms of Reference monitoring & evaluation, collaboration, learning and adaptation, communications, contract management, quality assurance, reporting and oversight with regular steering committees; and stakeholder engagement including coordination with country and regional teams and external value chain actors.</p>	
Roles and responsibilities	
<p>Programme and Project Development, Implementation and Delivery: 50%</p> <ul style="list-style-type: none"> • Working closely with the Country Director, the job holder will play a central part in managing the delivery of market systems programmes and projects related to export value chains, food trade and private sector partnerships for the Kenya country programme. • The PM will be the project lead responsible for implementing all aspects of PCM for the identified projects including drafting ToRs, procurement, contract and financial management, reporting, M&E and supporting good governance of the projects. The PM will also need to work closely with the technical teams to ensure effective delivery. The key priorities will be to implement the value chain projects under ERRA and BEEP. • In addition to the PCM aspects, donors such as the EU and USAID do require TMA to undertake collaboration, learning and knowledge sharing. The PM will therefore be expected to facilitate collaborative partnerships and develop knowledge products with the support of consultants for wider dissemination and learning. • An important aspect of this work will be stakeholder engagement both within TMA, including country teams, Programme Delivery Hub (finance, procurement, results), communications and impact, as well as external stakeholders related to the projects, including implementing partners, private sector, companies, and donors. 	

- Manage projects to 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.
- Undertake any other duties as may be assigned by the Country Director, Kenya to support the overall management of the team and implementation of the programme.
- Ensure dissemination and visibility of project achievements and the continuous update of the website.

Fundraising and Resource Mobilisation: 10%

- Support the Country Director to ensure that the programme has enough resources, in line with the fundraising strategy, to enable implementation of the country programme's strategy.
- Regularly identify new sources to potentially fund trade facilitation, market system/value chain interventions within the Kenya country programme.
- Support the Country Director 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 and relationships management: 15%

- 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.
- Ensure formulation of programme implementation teams for TMA projects, and steering committees chaired at a senior level by implementing partners.
- Work with the Country Director in donor coordination to ensure smooth relationships with the investors and to support additional fundraising from new and existing donors. Together with country colleagues, 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: 15%

- Ensure good practices in monitoring, evaluation and learning is used throughout the programme cycle from design to project closure.
- 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.
- Coordinate preparation of regular project and financial progress reports and provide, as required, updates to the Country Director and other TMA oversight bodies including the NOCs, PCCs, Board of Directors, and its committees, and the Council.
- Contribute to the preparation of TMA annual reports and annual work plans.
- Contribute to the preparation of external media and communications activities to ensure visibility of TMA programme activities.
- 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.

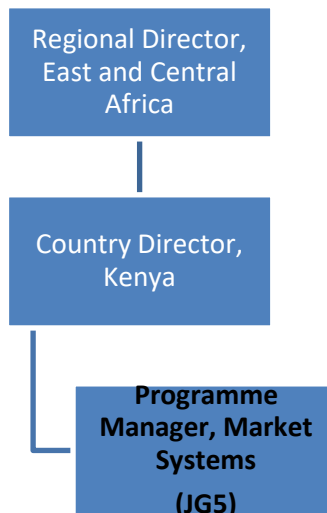
Compliance with TMAs Corporate Level Responsibilities: 10%

- 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.
- 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.
- 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.
- 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, incentivize staff/teams and enforces compliance and standards.
- Contributes 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.
- 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 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.
- 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 the donor.
- Effectively communicate 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 investors and stakeholders, and that TMA's work motivates and inspires donors, implementing partners and other stakeholders.
- Work closely with other TMA Corporate 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 may be assigned by the line manager from time to time.

Organisational positioning



Academic and professional qualifications

- An undergraduate or postgraduate degree in Economics, agriculture development, International Trade, Development or other relevant field or combined equivalent experience.
- Qualifications in programme and project planning and management will be an added advantage.
- Strong research, oral and written communications and stakeholder coordination skills are essential.

Work experience

- For undergraduate degree holders, at least 10 years of proven work experience in programme / project management and in managing business competitiveness projects (private sector development, value chain, logistics) and/or private sector or civil society engagement in East Africa (and 8 years' experience for postgraduate degree holders).
- Minimum of three years of project management experience is mandatory.
- Technical expertise in a field related to agricultural development such as: agricultural economics, marketing, agribusiness management or related fields.
- Demonstrated value chain experience in at least one of the following: the EU value chain approach, M4P, or Market Systems Development approach, which led to greater competitiveness and inclusiveness in markets.

Technical skills and behavioural competencies



- 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 as well as the national and regional private sector and civil society environment
- Good understanding of national governance issues and strong familiarity with national stakeholders
- Knowledge of and experience in supporting national public private dialogue and policy advocacy.
- Experience in managing multiple 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 Kiswahili/or French would be an advantage.

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

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