



Job details	
Job Title: Programme Officer	Line Manager title: Programme Manager
Grade: JG 7	Direct reports: None
Department: Kenya Country Programme	Location: Nairobi, Kenya
Job summary	
<p>The Programme Officer will support delivery of TradeMark Africa (TMA)'s Kenya Country programme and among others, be 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, by providing high quality and diligent Programme Cycle Management (PCM) and end to end programme support in line with the overall TMA Theory of Change (TOC). The job holder will work closely with the Programme Manager, Market Systems and the Country Director, Kenya, to ensure that the projects within the Kenya Country programme applies best management practices in line with TMA's PCM guidelines and those of donors such as the EU, USAID, FCDO and DANIDA among others.</p> <p>S/he will manage the process of the annual work planning cycle with technical teams at the EU and assist with the consolidation of all project plans according to EU guidelines. In addition, the job holder will carry out administrative activities, including consolidation of quarterly and annual reports, taking minutes in meetings, enhancing programme's visibility through communications support, and take a lead in monitoring and evaluation (M&E) activities. The officer will also be responsible for any other functions that may be required to ensure effective delivery of the country programme.</p>	
Roles and responsibilities	
<p>Programme and Project Cycle management: 40%</p> <ul style="list-style-type: none"> - Provide programmatic support to the team in Kenya by providing input in strategy development, development of Project Appraisal Reports (PARs), management of data collection, reviews, and evaluations. - Aggregate inputs into a comprehensive plan for KCP and specifically BEEEP annual work planning process in collaboration with the Country Director, Programme Managers within KCP and other technical teams. - Participate in the generation of TORS and procurement of the required consultancies/Technical Assistance for the implementation of the approved programme activities. - Coordinate process for all teams involved to derive estimated activity costs, rationalise and aggregate project budgets and support in expenditure forecasting across all projects within the KCP portfolio. - Collect information from project teams to enable development of a detailed mobilisation plan and comprehensive procurement pipeline for the programme; and ensure that these are regularly updated. - Update and maintain Kenya programme's Activity Monitoring, Evaluation and Learning Plan (AMELP), including for the delivery of BEEEP, as well as individual project result frameworks, in collaboration with project teams and the results and impact team. - Track the country programme's budget and expenditure and closely monitor budget components, including obligations and budget ceilings per EU budget lines, 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 BEEEP quarterly and annual report to EU. - Track and update Country programme's risks and ensure the risk plan is comprehensive and regularly updated for an effective delivery of all projects. <p>Programme coordination and administration: 25%</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 EU policies, in line with the EU co-operative agreement with TMA.
- Manage process of preparation for annual audits of the BEEEP programme, ensuring they meet EU requirements, with support from the Finance team in Corporate Resources.
- Undertake other required duties in support of the BEEEP programme, and the TMA programme portfolio, as necessary.

Collaboration, Learning and Adaptation: (25%)

- Support TMA's research work related to trade and providing insights to the results and impact of TMA programming in trade facilitation.
- Support the development of a community of practice.
- Documents and promotes lessons learned and best practices for knowledge sharing and learning.
- 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.

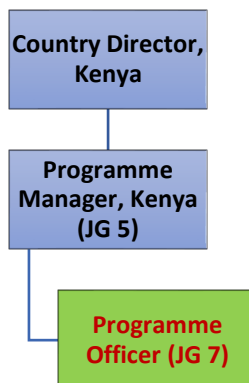
Corporate level responsibilities:

- 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.

Organisational positioning



Academic and professional qualifications

- Undergraduate degree in social sciences, business administration, development studies or related field OR a master's degree in a related field.
- Professional qualifications in Project Management or M&E will be an added advantage.

Work experience

At least 5 years' work experience for undergraduate degree holders OR at least 3 years' work experience for post-graduate degree holders related to project management, monitoring and evaluation and knowledge management in development programmes.

Technical skills and behavioural competencies

- A strong understanding, and proven experience in, Programme & Project Cycle Management and Results Based Measurement.
- Good understanding of EU 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 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

Linked to EU funding to the Business Environment and Export Enhancement Programme (BEEEP) and other supplemental funding from the EU and is therefore subject to funding availability.

Sign off

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