

Job details	
Job title: Programme Manager, Inclusive Trade - Fisheries	Line Manager title: Director, Inclusive Trade
Grade: JG 5	Direct reports: None
Department: Business Competitiveness	Location: Nairobi
Job summary	
<p>Working closely with the Business Competitiveness, West Africa & AfCFTA, and Inclusive Trade Director, the Programme Manager Inclusive Trade- Fisheries will be responsible for the implementation of Women and Youth Economic Empowerment in Fisheries through Inclusive Market Access project funded by the Master Card Foundation in line with TMA’s corporate strategy. He/she is responsible for design and implementation of the Fisheries project using a market systems approach. He/she shall manage partner and donor relationships for results delivery and facilitate cross-learning and knowledge generation in relation to the inclusive trade strategic priorities across the organisation. This role requires close collaboration with other units in TMA such as Market Access, Programme Delivery Unit, Regional and Country Programme teams and implementing partners.</p>	
Roles and responsibilities	
<p>Programmes and Outcomes Delivery</p> <ul style="list-style-type: none"> • Design and implementation of market based solutions across TMA’s areas of programming to facilitate programme delivery and achievement of targeted results. • Ensures good practice 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. <p>Gender and Inclusion Strategy Implementation</p> <ul style="list-style-type: none"> • Support the roll out of the TMA gender and inclusion strategy and ensure all project interventions 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 the relevant project 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. • 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, the private sector, and civil society, liaising and fostering coordination. 	

Reporting, monitoring, and learning

- Ensure inclusion of gender-sensitive /responsive indicators to track progress towards gender and youth integration in the project.
- 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.
- Put in place data collection mechanisms for evidence-based results articulation, documents lessons, shares knowledge, incentivise staff/teams and enforces compliance and standards.
- Contribute to the development/revision of tools for effective monitoring of project results.
- Convene collaboration, learning and adaptation (CLA) events with implementing partners and other key stakeholders to share lessons learned and best practices for knowledge sharing and learning.

Communications, Visibility and Knowledge management

- Support cross-cutting research work around the gender and inclusion theme; assist teams in determining relevant gender and inclusion dynamics and causes of inequities in the Fisheries sector.
- 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 the 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 in line with MCF's communication policy.
- Participate in regular informal and formal reflection, knowledge sharing and learning events on gender and inclusion as related to the Fisheries sector across Africa.

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 market systems/value chain development projects with strong gender and inclusion components, project implementation, results measurement, reporting, and stakeholder engagement gained through working experience in Africa.
- At least 5 years 'experience in managing complex and diverse projects in the fisheries value chain, facilitating economic empowerment of women and youth, mainstream and integrate gender and safeguards in agriculture value chains in Africa.
- Ability to integrate cross-cutting themes such as logistics, public-private dialogue, environment and climate change in programming.
- Experience implementing projects across multiple countries and engagement with both public and private sector implementing partners.
- 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.
- Experience in strategic and programmatic interventions in the Fish value chain will be an added advantage.

Technical skills and behavioural competencies

- Strong leadership and management skills, including the ability to provide strategic guidance and technical oversight to teams on value chain development and inclusion. 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.



Job description

- 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 management and implementation of Master Card Foundation funded projects.
- **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 Nairobi – Kenya, with frequent travel in the East and West Africa region. Only those eligible to live and work in Kenya will be considered.**