

Job details	
<b>Job title:</b> Programme Manager – Inclusive Trade	<b>Line Manager title:</b> Director, Inclusive Trade
<b>Grade:</b> JG6	<b>Direct reports:</b> None
<b>Department:</b> Inclusive Trade	<b>Location:</b> Nairobi, Kenya
Job summary	
<p>Working closely with the Director Inclusive Trade, the Programme Manager – Inclusive trade is responsible for developing and implementing TMA’s Inclusion and Gender strategy in line with TMA’s corporate strategy. S/he will provide programme and technical support to the country, and regional programmes to ensure TMA’s inclusive trade commitments are well articulated, incorporated into all programming, measurable and delivered. 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.</p>	
Roles and responsibilities	
<p>Working in close collaboration with the Director Inclusive Trade, the Inclusive Trade Manager will:</p> <p><b>Strategy Development</b></p> <ul style="list-style-type: none"> <li>Support the Inclusive Trade strategy development and revision and provide strategic direction to the country and regional programmes in collaboration with the Director Inclusive Trade, Country Directors, and Programme Managers/Leaders. The strategy should include plans for new programming, scaling up and broadening the scope and ambition of gender and youth targeted initiatives in TMA, implementation modalities and allied fundraising.</li> <li>Support in Inclusive Trade related resource mobilisation, including monitoring donor priorities, drafting concept notes, and integrating gender into project proposals aligned.</li> </ul> <p><b>Programme development and management</b></p> <ul style="list-style-type: none"> <li>Support programme scoping, analysis, and design processes, including defining frameworks and approaches for implementation for TMAs gender targeted and youth programming.</li> <li>Support in the development of draft annual plans, budgets, reports, concept notes and Project Appraisal Reports (PARs).</li> <li>Oversee the implementation of a portfolio of projects within the unit, provide technical support and oversight to country teams.</li> <li>Ensure adequate cover of gender and youth targeted and mainstreaming components in all corporate documents such as annual and quarterly reports, business plans and specific programme documents.</li> <li>Ensure strong collaboration with other technical directorates across TMA.</li> <li>Map out potential risks and negative impacts at the programme and corporate level; develop and implement strategies to mitigate against these risks while constantly reporting progress.</li> <li>While working with programme teams, ensure compliance with project cycle management guidelines throughout the project design and implementation cycle, including reporting and closure.</li> <li>While working with programme teams, ensure compliance with grant management procedures and guidelines, including appraisal, selection, implementation, reporting and closure.</li> <li>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 stakeholders are informed.</li> <li>Ensure 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.</li> </ul>	

## **Strategic partnerships/relationships**

- Identify and maintain a strong working relationship with strategic national, regional, and international stakeholders, including government, private sector, civil society, youth organisations, research organisations, and international trade organisations.
- Identify, organise, or participate in forums where TMA can contribute and raise its profile as thought leaders in inclusion and trade.
- Coordinate with other TMA programme teams for the effective delivery of agreed results.
- Contribute to participating and/or forming communities of practice for engagement on issues of inclusion specifically on youth and gender targeted programming.
- Manage relationships and communicate with internal and external stakeholders including donors, partners and service providers and clearly articulate project and programme scope, timeline, budget, risks, and deliverables.

## **Monitoring, evaluation, learning and dissemination.**

- Working closely with the Director Inclusive Trade, support the development indicators for the corporate Results Framework that will lead to the delivery of solid and measurable results and impact.
- Working with the programme, results, and impact teams, develop methodologies to collect and aggregate inclusion related evidence to monitor progress and impact of programme interventions.
- Support cross-cutting research work around inclusion themes and assist teams in determining relevant gender targeted and youth dynamics and causes of inequities.
- Contribute to knowledge generation and dissemination, working with Impact and Communications Team.
- Collaborate with other key staff and teams to support the overall communications and outreach campaign and identify successful inclusion projects to be showcased in publications, communication materials and conferences.
- Ensure implementation of minimum standards on reporting disaggregated data by gender and age
- 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.
- Prepare information briefs on programming highlights or insights for internal knowledge sharing.

## **Reporting**

- Prepare quarterly/bi-annual/yearly reports on the relevant inclusive trade portfolio on TRIMS and to donors, partners, other stakeholders as required.
- Liaise with the Finance departments on the quarterly donor reporting, annual work planning and preparing forecasts.
- Actively contribute and participate in external mid-term reviews or impact evaluations as required.
- Ensure inclusion of gender-sensitive /responsive indicators to track progress towards gender integration in all projects.

## **Human Resource**

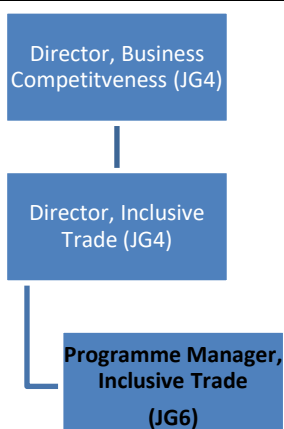
- Ongoing supervision and mentoring of the programme officer, technical assistants, and consultants to ensure they meet the expectations of their job description.
- Undertake all corporate HR functions as expected.

## **Corporate systems**

- 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 Project Cycle Management (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, senior leadership 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.

## Organisational positioning



## Academic and professional qualifications

A postgraduate or undergraduate degree in Development Economics, Social Sciences, International Development, International Business, Social Work and Social Administration, Business Administration, Development studies, or another relevant field

## Work experience

- Undergraduate degree holders will have at least seven years of relevant working experience, while postgraduate degree holders will require at least five years of relevant working experience (i.e., programme/project management experience gained through work in the following thematic areas: supporting women SMEs/traders; women and youth economic empowerment, programming for gender equality, digital and financial inclusion, advocacy for equity and inclusion.
- Proven abilities to conceptualise and design projects with solid inclusive trade components, project implementation, results measurement, reporting, and stakeholder engagement gained through working experience in Africa.
- Experience in managing complex and diverse projects, including conducting inclusive trade assessments and evaluations, and identifying impactful interventions in varied projects.
- Demonstration of a good understanding of successful methodologies and approaches used to mainstream and integrate gender strategies in programming.
- Ability to integrate other cross-cutting themes such as environment and climate change in programming.
- Experience working in a matrix managed structure.
- Ability to mentor and build the capacity of direct reports and programme teams to ensure a broad understanding of gender 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 gender programme design, gender mainstreaming, economic development and trade approaches that address issues of gender equity and poverty reduction.
- Good understanding of national and regional socio-political and economic contexts
- Strong familiarity with national, regional, and international stakeholders in gender and trade
- Excellent oral and written communication skills, including written, analytical, presentation and reporting.
- Excellent interpersonal skills with demonstrable experience networking at various levels with the 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.
- Good knowledge of financial management.
- Knowledge of Kiswahili and/or French would be an advantage.

## 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: