

Job details	
Job title: Officer, Project Management Office	Line Manager title: Manager, Project Management Office
Grade: JG7	Direct reports: None
Department: Programme Management Office (PMO)	Location: Head Quarters, Nairobi
Job Summary	
<p>The job holder contributes to the Project Management Office (PMO) operations within the Programme Delivery Department (PDD) and backstopping assigned TMA country and regional programmes. This includes supporting programme mobilisation and implementation and ensuring that TMA programmes adhere to best practices and standard approaches for project management. S/he will support the PMO manager in coordinating and working with teams throughout the project cycle, providing support, quality assurance, ensuring coherence, and promoting linkages across programmes. The role also involves developing and executing stakeholder engagement plans, facilitating communication, identifying opportunities for process improvements, implementing quality assurance measures, and providing technical and PCM backstopping to project teams.</p>	
Roles and responsibilities	
<p>Programme and Project Management</p> <ul style="list-style-type: none"> Facilitates integration of project deliverables with overarching Programme strategies, ensuring alignment with TMA goals and objectives. Conducts regular project health checks and implementation reviews to ensure compliance with TMA's Project Cycle Management (PCM) guidelines, internal controls, and donor requirements. Conducts regular project assessments and health checks to ensure compliance with TMA's Project Cycle Management (PCM) guidelines and donor requirements. Assists project teams with the development, updating, and quality assurance of project work plans, sustainability plans, delivery chain maps, and risk management plans in line with approved project documentation. Supports the preparation, updating, and tracking of procurement mobilisation plans and expenditure forecasts, in collaboration with Procurement and Budgeting Teams. Supports real-time Programme performance monitoring and facilitates the preparation of dashboards, ad hoc reports, and weekly/monthly updates to leadership. Reviews project implementation data to identify bottlenecks, trends, and emerging risks, and works with assigned Programme teams to resolve or escalate issues. As required, supports the development and coordination of project formulation, including the production of Concept Notes and Project Appraisal Reports. Acts as secretary to the Peer Review Group (PRG) to coordinate meetings, produce minutes, record and follow up on actions and ensure reliable record keeping for project appraisal reports (PARs). Provides ongoing technical support and PCM guidance to Programme Implementation Teams, ensuring adherence to best practices in planning, delivery, and reporting. Contributes to the design and delivery of PCM training for staff and implementing partners within assigned responsibility centres. Supports the improvement and institutionalisation of PMO tools, templates, and business processes. Contributes to after-action reviews, project closure reports, and the extraction of lessons learned to inform future programming. 	

Stakeholder Engagement and Communication

- Supports the development and execution of stakeholder engagement plans to ensure buy-in participation and support from key stakeholders.
- Facilitates workshops, meetings, and presentations to communicate project status, gather input, and build consensus.
- Supports the PD Department's internal and external reporting function, including compiling SLT papers, donor reports, and other programme documents such as presentations and talking points to support PD Department management and the Senior Leadership and Management Teams.
- Supports regular engagement and communication between the PD Department and programme teams, regional and country, to promote synergies and improved PCM practice.

Quality assurance and process improvement

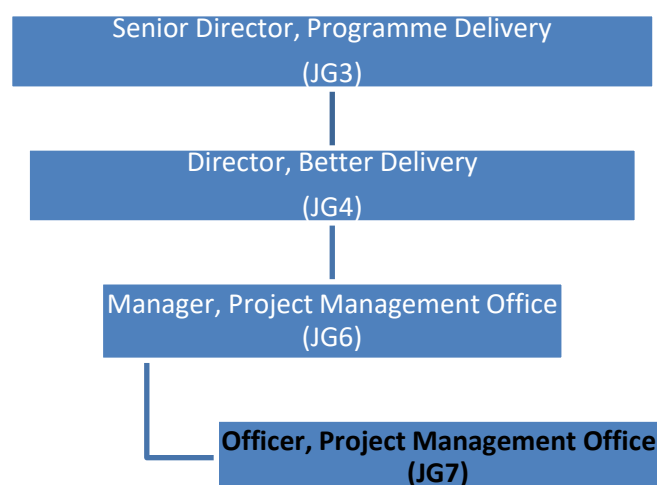
- Ensures that projects maintain high standards and best practices for assigned responsibility centres.
- Identifies opportunities for process improvements within the PMO and across project teams.
- Supports identification of process inefficiencies or duplications and recommends actions to reengineer them for increased operational efficiency.
- Implements approved process reengineering initiatives to enhance operational efficiency and reduce project delivery times.

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.
- Any other related responsibilities that may be assigned by the line manager from time to time.

This role 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

A postgraduate or an undergraduate degree in business administration or social sciences.

Work experience

Five years (for undergraduate degree holders) or **three years** (for postgraduate degree holders) relevant experience in administration and project management with strong communication, administration, and coordination skills.

Technical skills and behavioural competencies

- Comprehensive understanding of results-based programme and project cycle management as well as TMAs operating environment at national and regional level.
- A high degree of computer proficiency including advanced knowledge of the MS Office Suite and a willingness to learn and interact with new technology.
- Highly organised, adaptive, resourceful and with ability to handle multiple tasks and work independently.
- Strong interpersonal, written, and verbal communication skills.
- Ability to prioritise and consistently produce work of a high standard.

Risks associated with the position.

Collaborating with programme teams on project delivery can blur the distinct lines of independent roles and responsibilities, making it difficult for the job holder to maintain neutrality.

Sign off

Job holder name:	Signature: _____	Date: _____
Line Manager name: Manager, Project Management Office	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name: Director, Better Delivery	Signature: _____	Date: _____