



# Job description

Job details	
<b>Job title:</b> Project Officer, Benin	<b>Line Manager title:</b> Programme Manager, Benin
<b>Grade:</b> Job group 8	<b>Direct reports:</b> Programme Delivery Hub, focal point for West Africa
<b>Department:</b> West Africa Programme	<b>Location:</b> Cotonou, Benin
<b><i>This position is open to individuals with the legal right to work in Benin.</i></b>	
Job summary	
<p>TradeMark Africa (TMA) is implementing several trade facilitation programmes along the Abidjan–Lagos and Cotonou corridors. Within this framework, TMA is seeking a Project Officer to support the operational delivery of these programme activities, particularly within the Trade Facilitation component, which focuses on reducing non-tariff barriers (NTBs), harmonising standards, and improving cross-border trade efficiency.</p> <p>The Project Officer will provide coordinating and administrative support to ensure that programme activities are implemented efficiently and in line with TMA’s Project Cycle Management (PCM) framework and donor requirements. Working closely with the Benin Programme Manager, the jobholder will assist in the day-to-day management of project tasks, including monitoring, reporting, documentation, and stakeholder liaison.</p> <p>S/he will also contribute to knowledge management, communications, and visibility requirements, while ensuring that gender, inclusion, and sustainability considerations are mainstreamed across activities. The role calls for strong organisational and analytical skills, proven experience in project coordination, and the ability to work effectively in both English and French.</p>	
Roles and responsibilities	
<p><b>Supporting Programme Delivery</b></p> <ul style="list-style-type: none"> <li>• Provide administrative and operational support to the Programme Manager to ensure the smooth implementation of TMA’s activities.</li> <li>• Assist with the preparation, organisation, and tracking of project plans, budgets, and timelines, ensuring activities remain on schedule.</li> <li>• Maintain and update accurate project documentation, including monitoring plans, risk registers, and activity progress logs.</li> <li>• Support the procurement process, including preparation of supporting documentation and coordination with procurement teams.</li> <li>• Ensure project data and information are regularly updated in TMA’s internal systems (TRIMS).</li> <li>• Work collaboratively with TMA teams across locations, including country-based colleagues in the corridor and neighbouring West African countries, the regional office in Accra, and HQ departments in Nairobi.</li> <li>• Support coordination with technical teams (trade facilitation, results and impact, procurement, communications) to ensure information sharing, consistency, and timely updates on programme activities.</li> <li>• Follow up with partners and consultants on deliverables and provide updates to the Programme Manager.</li> <li>• Assist in preparing draft inputs for project reporting, ensuring compliance with donor standards.</li> </ul>	

# Job description

## Monitoring, Evaluation, and Reporting

- Support the collection and analysis of quantitative and qualitative data to track progress on project outcomes and outputs.
- Contribute to preparing quarterly and annual reports, ensuring accurate and timely submission of data and narrative inputs.
- Assist in compiling evidence and supporting materials for audits, evaluations, and reviews.
- Document and share lessons learned, case studies, and success stories from the implementation of activities.

## Stakeholder Coordination

- Assist with liaising with government ministries, customs agencies, standards bodies, and regional organisations (ECOWAS, UEMOA) to gather information and coordinate activities.
- Support the organisation of workshops, consultations, and technical meetings, including managing logistics, documentation, and follow-up actions.
- Help maintain effective communication with implementing partners and contractors to ensure alignment of project objectives.

## Communications and Visibility

- Assist in the preparation of briefs, presentations, and reports to showcase results and outcomes.
- Work with the communications team to ensure compliance with donor visibility requirements, including branding and event documentation.
- Contribute to content development for the TMA website, newsletters, and social media platforms related to programme activities.

## Gender, Inclusion, and Safeguards

- Support the integration of gender equality and inclusion in all project activities.
- Collect and report on gender-disaggregated data to track inclusion of women and small-scale traders in trade facilitation efforts.
- Ensure that safeguarding, environmental, and climate resilience considerations are addressed in the implementation of activities.

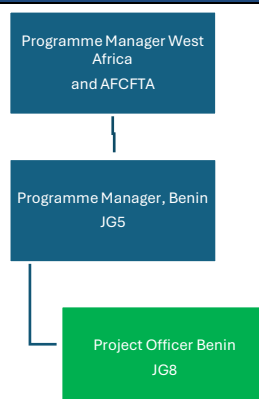
## General

- 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 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 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.
- 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.

# Job description

- 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

- Diploma or undergraduate degree in International Trade, Development Studies, Economics, Business Administration, or a related field.
- Professional training or certification in Project Cycle Management (PCM), project management (e.g., PRINCE2, PMP), or monitoring and evaluation is an advantage.

## Work experience

- At least 3 years of relevant experience (degree holders) or 5 years (diploma holders) in supporting donor-funded projects, with proven hands-on experience in project coordination, monitoring, and reporting.
- Familiarity with trade facilitation, standards harmonisation, or regional integration initiatives is desirable.
- Experience with donor-funded programmes or similar international donors is an asset.

## Technical skills and behavioural competencies

- Strong understanding of Project Cycle Management, including planning, activity tracking, risk management, and reporting.
- Practical experience with data management, monitoring systems, and results reporting.
- Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with project management tools or platforms.
- Excellent analytical, report-writing, and problem-solving abilities.
- Strong organisational and time-management skills, with the ability to work on multiple priorities under pressure.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across diverse stakeholders.
- High level of initiative, self-motivation, and independence, while maintaining a collaborative approach.

**Fluency in English and French (oral and written) is required.**

## Risks associated with the position



## Job description

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