

Job description

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 Officer, Project Management Office (PMO) supports the effective delivery of TMA's country and regional Programmes by strengthening project planning, mobilisation, performance monitoring, and quality assurance across the project cycle. The role sits within the Programme Delivery Department (PDD) and works closely with Programme Implementation Teams and corporate functions to ensure Programmes are implemented in line with TMA's Project Cycle Management (PCM) guidelines, internal controls, and donor requirements. The role also supports project governance processes, cross-programme coordination, stakeholder engagement, and reporting to management and donors, while contributing to continuous improvement of PMO tools, processes, and ways of working.</p>	
Roles and responsibilities	
<p>Programme and Project Management</p> <ul style="list-style-type: none"> Supports the alignment of project deliverables with overarching Programme strategies, ensuring coherence with TMA's objectives, Theory of Change, and donor commitments. Conducts regular project health checks and implementation reviews to assess compliance with TMA's Project Cycle Management (PCM) guidelines, internal controls, and donor requirements, and flags issues for corrective action or escalation. Supports Programme Implementation Teams in the development, updating, and quality assurance of key project documents, including work plans, risk and sustainability plans, delivery chain maps, and other approved planning instruments. Supports Programme mobilisation by coordinating the preparation, tracking, and updating of procurement mobilisation plans and expenditure forecasts in collaboration with Procurement and Finance teams. Monitors Programme performance across budget execution, procurement progress, and milestone delivery, and supports the preparation of dashboards, management reports, and periodic updates for leadership. Reviews implementation data to identify bottlenecks, trends, and emerging risks, and works with Programme teams to resolve issues or escalate matters requiring management attention. Supports project formulation processes, including the preparation and quality assurance of Concept Notes and Project Appraisal Reports, as required. Supports project governance processes by serving as Secretary to the Peer Review Group (PRG), coordinating PRG meetings, documenting decisions and actions, and subsequent follow-ups for accountability. Provides technical PCM backstopping to Programme Implementation Teams, offering guidance on planning, reporting, and delivery challenges. Contributes to PCM capacity building initiatives, including the design and delivery of training sessions for staff and implementing partners within assigned responsibility centres. 	

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- Contributes to after-action reviews, project closure processes, and the documentation of lessons learned to inform continuous improvement and future programming.

Stakeholder Engagement and Communication

- Supports the development and implementation of stakeholder engagement approaches that promote effective collaboration, buy-in, and accountability across Programme stakeholders.
- Facilitates PMO and Programme-related workshops, meetings, and reviews to communicate progress, surface implementation challenges, and support collective problem-solving.
- Supports internal and external reporting processes within the Programme Delivery Department, including the preparation of senior leadership and management papers, donor reports, presentations, and briefing materials.
- Promotes regular communication and coordination between Programme teams, regional and country offices, and corporate functions to strengthen PCM practice and cross-Programme learning.

Quality assurance and process improvement

- Supports the maintenance of consistent quality standards and best practices in project planning, implementation, reporting, and closure across assigned responsibility centres.
- Identifies gaps, inefficiencies, or duplications in PMO and Programme delivery processes and proposes practical improvements to strengthen effectiveness and efficiency.
- Supports the implementation of approved process improvements and contributes to the institutionalisation of PMO tools, templates, and standard operating practices.

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.

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Organisational positioning		
	Senior Director, Programme Delivery (JG3)	
	Director, Better Delivery (JG4)	
	Manager, Project Management Office (JG5)	
		Officer, Project Management Office (JG7)
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		
<ul style="list-style-type: none"> Ability to apply results-based Programme and Project Cycle Management (PCM) principles across planning, mobilisation, implementation, monitoring, and closure in a multi-country, donor-funded environment. Demonstrated ability to analyse programme performance data and translate it into clear, actionable management insights. Ability to organise and manage multiple priorities, synthesise information from different sources, and maintain a high level of accuracy while working independently. Demonstrated ability to communicate effectively with diverse stakeholders, including preparing clear, well-structured written outputs and conveying complex information concisely to senior audiences. Sound judgement and prioritisation skills, with the ability to distinguish critical issues from routine information and consistently deliver high-quality outputs within tight timelines. 		
Risks associated with the position.		
Collaborating closely with Programme Implementation Teams on project delivery may at times blur the distinction between advisory, assurance, and implementation roles, potentially challenging the job holder's ability to maintain independence and objectivity.		
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: _____