Job description

Job details	
Job title: Director, Côte d'Ivoire & Francophone West Africa	**Line Manager title:** Senior Director, West Africa
	Countersigning Quality Assuror: Deputy CEO & Chief of Programmes
Grade: Job group 4	**Direct reports:** Côte d'Ivoire country and corridor teams
Department: Programmes	**Location:** Abidjan, Côte d'Ivoire

Are you an Ivorian national with full command of English and French and the ambition to drive meaningful impact in a senior leadership role? This opportunity could be the perfect fit for you!

Job summary

This is an exciting opportunity for a dynamic, results-driven and politically astute leader. TradeMark Africa (TMA) is a leading aid-for-trade organisation, with a track record in delivering substantive results in driving down the cost and time of trade and enabling companies to benefit from advances. Well, established in West Africa, TMA is committed to continue supporting the regional trade programmes developed under the AFCFTA, ECOWAS and UEMOA.

The Côte d'Ivoire based Director will develop and deliver TMA's programmes that support selected West African countries, and UEMOA. In parallel, s/he will drive TMA's programme delivery in the French-speaking countries of West Africa while closely coordinating with the other countries and programmes at corridor level – through developing and implementing TMA's in-country strategies and trade corridor programmes to generate the required results. S/he will be responsible for liaising with external partners and stakeholders and other major programmes of key development partners, to establish TMA as a significant and respected organisation and programme, in response to the challenges of continental and regional trade. The role involves strategic planning, management, and oversight of TMA's delivery system to achieve agreed organisational impact objectives. The Côte d'Ivoire based Director will function with a high degree of autonomy, responsibility, and accountability while reporting on key programme deliverables to TMA's Senior Director for West Africa.

A strong track record both in delivering strategic results, and in new business development, including fundraising, will be critical, as will well-developed trade facilitation, infrastructure and private sector development skills. The job holder will work with other TMA colleagues to develop and sustain a high-performance culture, where TMA delivers results that demonstrate its expertise in trade and regional integration. S/he works with the Senior Director for West Africa and other members of the Senior Leadership & Management Team (SLMT) to ensure strong integration across all functional areas to improve TMA's effectiveness and to drive a results-focus and institutionalize mechanisms that align people and resources to strategy to enable positive impacts on prosperity for African citizens.

The position holder will need to be fluent in both English and French, at a high standard both verbal and written. The job holder will work from the Côte d'Ivoire office and has a high performing team under a matrix structure for the programme, while fundraising to continue to grow the regional portfolio with SLMT support.

Roles and responsibilities

Programme development and delivery (30%)

The postholder will be responsible for effective and timely delivery of existing programming, as well as generation of new areas of work to complement and enhance this, including:

- Proactively develop new business to grow TMA's portfolio in West Africa, especially in the French-speaking countries and along the corridors. This will include establishing relationships of trust with development partners and clients, horizon scanning for new strategic directions, developing concepts, and dynamically developing programming in order to secure donor investment, with support from TMA teams and SLMT;
- Achieve high impact from current trade facilitation programming in Côte d'Ivoire, Burkina Faso, Senegal, Guinea, Togo

and Benin, with a focus on ensuring initiatives are strategically coherent and deliver results; implementing crosscutting results and strategies for gender, poverty, safeguards, extractives and climate change; and putting in place data collection mechanisms for evidence-based results management and reporting.

- Drive dynamic delivery of complex programmes in often challenging circumstances, working effectively in a matrix organistion to secure the resources and support required; and focusing teams on efficient working in achieving a comprehensive set of outcomes.
- Ensure highest standards of compliance with donor requirements, and best practice across all aspects of the project cycle, adhering to safeguarding policies and procedures; applying strong controls and embedding a proactive risk management culture; ensuring value for money; providing high calibre financial management as the accounting officer for programme funds; and ensuring value for money in project activities and outputs.

Strategy Delivery and communication (20%)

- Develop and deliver coherent operational strategy, working effectively with senior management and technical departments to define and agree results with strategic national, regional and international partners, and ensure effective coordination with other development partner work; developing and delivering business and financial planning;
- Contribute actively to broader TMA strategy and corporate effectiveness, ensuring integration of relevant issues into corporate objectives and approaches, and cross-regional learning.
- Shape and monitor programme communication to achieve corporate and partner visibility commitments; effectively communicating both TMA's mission and vision, and programme progress and results, to internal and external stakeholders.

Stakeholder engagement and partnership development (25%)

- Lead collaborative and effective engagement with top-level stakeholders, developing strategic (formal and informal) partnerships to enable TMA to achieve its objectives, with national Governments, ECOWAS and UEMOA Secretariats, the international community, the private sector and civil society, liaising and fostering coordination;
- Actively represent and promote TMA's work and profile and deputise in national and international public events and fora for the Senior Director for West Africa, particularly those related to TMA operations in West Africa and with the AFCFTA; and
- Promote local procurement of all proposed, direct or indirect, TMA sub-contracts and related opportunities in order to develop Africa based service provider capacity.

Team Management (10%)

- Lead the team to be motivated and effective, providing high quality performance management and promoting an ethos of empowered accountability in service of a results-driven culture.
- Proactively ensure close coordination, and strong integration between countries of operation in West Africa; and effective working with corporate, technical and other programme teams.

Corporate responsibilities (15%)

- Ensure effective operation of governance mechanisms, chief of which will be National Oversight Committees, ensuring that these enhance quality and strategic coherence.

Provide concise and strategic inputs as required for decisions by the Board of Directors and donor Council.
Participate, and as required, lead teams and partners in regular informal and formal reflection, knowledge sharing and learning events; documenting and promoting lessons learned and best practices.

- Ensure programmes are designed and implemented with recognition of specificities of gender and youth engagement in trade, and that of vulnerable groups.
- 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.
- Undertake other related responsibilities that may be assigned.

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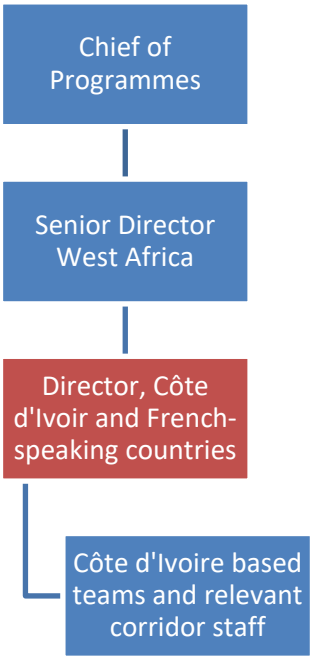
Organisational positioning



Academic and professional qualifications

Undergraduate or Master's degree preferably in Economics, Development Studies, International Trade, Planning, Finance or Management.

Work experience

- Undergraduate degree holders will have at least 12 years' relevant working experience, and postgraduate degree holders will require at least 10 years' relevant working experience.
- Minimum of seven years' experience in leading business units or development programmes, particularly in areas related to TMA's core focus areas of infrastructure development, trade facilitation and private sector engagement.
- Demonstrable knowledge, skills and experience in programme cycle management and programme delivery, political economy analysis, donor management and fundraising.
- Five years of leadership and management experience of senior level experience within West Africa or other developing economies are essential for this role.

Additional skills

Essential:

- Strong experience and ability to think strategically, plan and deliver complex programming.
- Excellent political networks and influencing skills, competence, and ability to generate and communicate complex ideas in a simple and understandable way, both verbally and in through the written word in both French and English.
- Well-developed technical knowledge of the AFCFTA, trade facilitation and regional trade integration in West Africa in particular, and across the Continent.
- Fluency in both French and English, both verbal and written. Candidate needs to exhibit excellent writing skills in both English and French often under time pressure, in addition to excellent verbal presentation, communication and personal effectiveness skills.
- Excellent leadership and management skills of diverse teams, with demonstrable strong people management, and delivering tangible change and achieving results.

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- Ability to establish and maintain strong collaborative partnerships/relationships with development partners, senior government officials, civil society and business organisations.
- Sound decision-making, judgement, problem solving, organisational and analytical skills; and
- Desirable:
- Knowledge and practice in the areas of financial management, grant management or risk assessment in a development organisation.