

Job details	
<b>Job title:</b> Programme Manager, Standards, SPS and Non-Tariff Barriers GGSP-CALAO	<b>Line Manager title:</b> Director, Standards and SPS
<b>Grade:</b> JG5	
<b>Department:</b> West Africa Programme	<b>Direct reports:</b> Project Officer, CALAO
<b>Quality Assurance:</b> Country Director, Coté d'Ivoire	<b>Location:</b> Abidjan, Côte d'Ivoire
<i><b>This position is open to individuals with the legal right to work in Côte d'Ivoire.</b></i>	
Job summary	
<p>TradeMark Africa (TMA) is embarking on a transformative EU-funded programme (GGSP-CALAO) focusing on the Abidjan–Lagos and Abidjan–Ouagadougou corridors, under a consortium with EU member state agencies. A central component of GGSP-CALAO, led by TMA, is <b>the Trade Facilitation component</b>, which aims to address persistent non-tariff barriers (NTBs), harmonise standards and technical regulations, and create a seamless cross-border trade environment.</p> <p>The Programme Manager, Standards, SPS and Non-Tariff Barriers will play a pivotal role in implementing TMA's interventions, focusing on the identification, monitoring, and resolution of NTBs, as well as advancing the harmonisation of sanitary and phytosanitary (SPS) measures and technical standards across corridor countries. This role demands proactive engagement with national and regional institutions (Ministries of Trade, Customs, Standards Bodies, ECOWAS, UEMOA, and the AFCFTA Secretariat), as well as close collaboration with the private sector and civil society to address real-world constraints to trade.</p> <p>The jobholder will provide technical expertise, operational support, and stakeholder coordination to ensure that NTB reduction efforts and standards harmonisation translate into measurable outcomes, such as faster border crossings, reduced costs for traders, and increased competitiveness for small-scale traders, particularly women traders. S/he will work closely with TMA's Programme Manager and other technical teams to ensure that the programme's objectives are achieved on time and to a high standard, while ensuring alignment with TMA's Corporate Strategy III and Results Framework. The role directly contributes to TMA's Portfolio 2 – Quality, Safety and Value of Traded Goods, supporting outcomes related to improved compliance with SPS and standards, reduced NTBs, and enhanced competitiveness for corridor traders, particularly MSMEs and women-led businesses.</p>	
Roles and responsibilities	
<p><b>Technical Leadership in Standards, SPS and NTBs projects</b></p> <ul style="list-style-type: none"> <li>• Lead the design and implementation of activities that directly contribute to the reduction of NTBs along the Abidjan–Lagos and Abidjan–Ouagadougou corridors.</li> <li>• Facilitate structured dialogue mechanisms between public and private stakeholders to identify and resolve priority NTBs, leveraging existing platforms such as National Trade Facilitation Committees (NTFCs).</li> <li>• Support the operationalisation of digital NTB reporting and resolution systems, ensuring that they are accessible, transparent, and responsive.</li> <li>• Coordinate the harmonisation of technical regulations, standards, and SPS measures between corridor countries, ensuring alignment with regional (ECOWAS, UEMOA) and continental (AFCFTA) frameworks.</li> <li>• Support the development and implementation of Mutual Recognition and Equivalence Agreements on quality certification, food safety, and veterinary standards, including platforms for transparency and information exchange.</li> </ul>	

- Oversee assessments of laboratory capacity and facilitate investments to improve testing, certification, and compliance services.
- Provide technical guidance for the training and sensitisation of companies but also of small-scale traders, women entrepreneurs, and SMEs on compliance with quality and SPS standards, ensuring their inclusion in formal trade systems.
- Promote the application of risk-based approaches in SPS inspections, conformity assessment, and border control systems to improve efficiency and reduce transaction costs.
- Strengthen voluntary compliance mechanisms, including Q-Mark certification schemes, private standards, and industry codes, to promote market-driven adoption of quality and SPS standards.

#### **Programme Delivery and Project Management**

- Contribute to the planning, budgeting, and implementation of GGSP-CALAO activities under the Trade Facilitation Pillar, ensuring adherence to EU and TMA programme management standards.
- Support the Programme Managers in preparing narrative and financial reports for submission to the EU and other partners.
- Develop work plans, TORs, and technical specifications for consultancies and service providers related to NTBs and standards/SPS interventions.
- Ensure that project activities are informed by robust evidence and align with lessons learned from other TMA programmes across Africa.
- Monitor risks and constraints to implementation, proposing and executing mitigating measures where needed.

#### **Stakeholder Engagement and Representation**

- Maintain regular contact with key national stakeholders, including border authorities, ministries of trade, standardisation agencies, border management committees, and private-sector associations.
- Represent TMA in technical working groups and bilateral/multilateral dialogue forums on NTBs, standards/SPS, and trade facilitation.
- Strengthen partnerships with ECOWAS and UEMOA technical departments, ensuring that GGSP-CALAO's outputs contribute to regional strategies on trade and standards harmonisation.
- Collaborate with the private sector and civil society organisations to ensure that NTB resolution and standards reforms respond to market needs and promote inclusive trade.
- Support capacity development of regulatory and quality infrastructure institutions (e.g., NRAs, NPPOs, food safety authorities, standards bodies), in collaboration with ECOWAS and UEMOA.

#### **Monitoring, Evaluation, and Knowledge Sharing**

- Monitor progress against NTB and standards-related indicators under GGSP-CALAO's Results Framework, providing evidence-based inputs for performance reviews.
- Document lessons learned and success stories from NTB and standards initiatives, contributing to TMA's knowledge products and communication outputs.
- Support the development of policy briefs, analytical reports, and technical recommendations on NTBs, SPS, and quality infrastructure.
- Contribute to cross-learning initiatives within TMA, ensuring that best practices from East and Southern Africa are adapted and applied in West Africa.
- Promote data-driven decision-making through real-time dashboards, trader feedback loops, and NTB resolution analytics to improve programme performance and corridor efficiency.

#### **Teamwork and Communication for Impact**

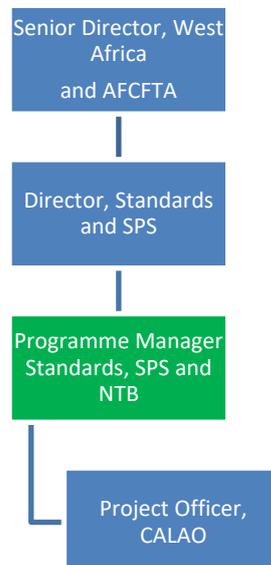


- Work closely with TMA technical teams (trade facilitation, customs, infrastructure, monitoring and evaluation) and HQ departments to ensure technical excellence, alignment with corporate strategy, and effective programme delivery.
- Foster collaboration and knowledge sharing across TMA’s West Africa teams to maximise programme synergies and cross-learning.
- Lead the preparation of impactful communication materials (progress reports, success stories, presentations) highlighting results and lessons learned to enhance TMA’s visibility with the EU and other donors.

**General**

- Apply the highest standards of controls and risk management practices and behaviors 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.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivize staff/teams and enforce compliance and standards.
- Ensure inclusion of gender-sensitive/responsive indicators to track progress towards gender integration.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- 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.

**Organisational positioning**



### Academic and professional qualifications

- An undergraduate or postgraduate degree in International Trade, Economics, Law, Quality and Standards Management, or a related field.
- Professional certifications or specialised training in trade facilitation, NTB management, or SPS/technical standards would be an added advantage.

### Work experience

- For undergraduate degree holders at least 10 years and postgraduate at least 8 years of progressive experience in trade facilitation, NTB resolution, SPS regulations, or standards harmonisation.
- Minimum of three years of management experience is mandatory.
- Demonstrated track record of working with national and regional institutions (e.g., border agencies, standards bodies, ECOWAS, UEMOA) and private-sector stakeholders.
- Experience in managing or supporting donor-funded programmes, preferably with EU or multilateral partners.
- Experience in cross-border trade contexts, particularly involving SMEs and informal traders, is highly desirable.

### Technical skills and behavioural competencies

- Strong knowledge of the WTO Trade Facilitation Agreement (TFA), regional trade agreements, and frameworks for addressing non-tariff barriers (NTBs).
- Practical expertise in sanitary and phytosanitary (SPS) systems, technical regulations, and quality infrastructure, including laboratory systems and certification.
- Proven ability to engage and build trust among diverse stakeholders, including government institutions, private sector actors, and civil society organisations.
- Excellent project cycle management skills, with experience in budgeting, financial oversight, and compliance for EU-funded programmes.
- Solid understanding of West African national and regional socio-political and economic contexts, including regional trade and integration dynamics.
- Strong analytical, problem-solving, and report-writing abilities, with attention to detail and clarity.
- **Fluent in English and French** (oral and written), with the ability to prepare technical documents and deliver presentations in both languages.
- Excellent organisational and planning skills, capable of managing multiple priorities under tight deadlines.
- High level of initiative, self-motivation, and independence in managing complex tasks.
- Exceptional communication, negotiation, and stakeholder engagement skills.
- Ability to establish and maintain strong partnerships with internal teams and external stakeholders.
- Strong teamwork and facilitation skills, with the capacity to build consensus across diverse groups and partners.
- Proven ability to translate results and technical content into clear, compelling narratives for donors and stakeholders.



- Experience in working within matrixed organisations, effectively managing cross-functional collaboration between field offices and headquarters.
- Ability to influence, network, and cultivate productive working relationships across sectors.
- Strategic thinking combined with practical problem-solving capabilities.

**Sign off**

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