

Job details	
<b>Job title:</b> Programme Officer	<b>Line Manager title:</b> Deputy Country Director
<b>Grade:</b> JG7	<b>Direct reports:</b> Driver
<b>Department:</b> Ethiopia Country Programme	<b>Location:</b> Addis Ababa, Ethiopia
Job summary	
<p>The Programme Officer will support the country team with coordination of project management activities across the Ethiopia Country Programme portfolio, including during project design and formulation, mobilisation, implementation, and closure. S/he will ensure the development and management of appropriate mechanisms for monitoring and evaluation. The Officer will be expected to manage communications requirements for the country programme, and support with management of project-related safeguard requirements.</p>	
Roles and responsibilities	
<p><b>Portfolio delivery</b></p> <ul style="list-style-type: none"> <li>• Manage, coordinate and follow up FCDO, EU and Swedish funded projects along with the technical leads based in Nairobi during inception and into full implementation.</li> <li>• Ensure the data required by each donor partner is in place. Ensure the project portfolio has appropriate data collection in place for baselines, reviews and evaluations.</li> <li>• Draft procurement documents and coordinate tender processes through TMA’s Contract Management System and coordinate bid evaluations.</li> <li>• Regularly update documentation on TMA’s Programme and Project Cycle Management System (PPCM), including workplans, budgets, monitoring plans, and risk registers.</li> <li>• Support the Ethiopian country team during monthly, quarterly and annual reporting.</li> <li>• Support the Ethiopian country teams on evaluations, research and lessons learning.</li> <li>• Maintain accurate project documentation in line with TMA procedures.</li> <li>• Guardian of the FCDO, EU and Swedish portfolio workplans and ensure all budgets come within +/- 10% of the agreed annual budgets.</li> <li>• Establish excellent relationships with the lead donor stakeholders in the FCDO, EU and Sweden. Look for opportunities for future fund raising.</li> <li>• Lead VIP visits related to the FCDO, EU and Sweden programme portfolio.</li> </ul> <p><b>Monitoring and evaluation</b></p> <ul style="list-style-type: none"> <li>• Manage and co-ordinate the FCDO, EU and Swedish portfolio Monitoring and Evaluation (M&amp;E) requirements with the programme’s priority beneficiaries (government institutions, private sector and civil society organisations) in establishing clear baselines, targets, indicators and results.</li> <li>• Liaise with implementing partners in the collection and submission of required reports and data on the progress of monitoring plans and activities.</li> <li>• Liaise with the Results team on implementation progress, preparation of periodic reports, review of new proposals and lessons learned, ensure consistency with donor requirements and complementarity with country and regional programmes.</li> <li>• Regular updates on progress of Ethiopia’s projects including harvesting results for the ECP team results matrix.</li> <li>• Manage the country programme results framework and update regularly.</li> </ul>	



## Communications

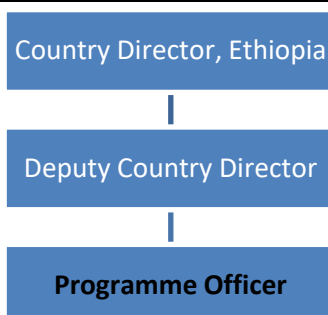
- Liaise with the TMA Communications team to develop “common-person stories” on TMA Ethiopia projects and draft press releases on key TMA Ethiopia events and share these with the national and/or regional media sphere. Press releases being cleared by the relevant donor partner.
- Support TMA Ethiopia events and coordinate reporting in the media and wider TMA network.
- Liaise with the Communications team to organise internal and external events and media training.
- Organise regular learning events with colleagues and partners.
- Develop strong relations with TMA’s regional office to coordinate knowledge management, including support to SWIFT team in Nairobi, Moyale, Tog Waajale in all requests.

## Finance and administration

- Provide finance and administrative support to the FCDO, EU and Swedish portfolio including financial management – forecasting within +/- 10% of the original budget, invoice follow up and directly engaging with each donor.
- Ensure advances, surrenders and vendor payments are processed on time.
- Follow up on audit recommendations and liaise with the Deputy Country Director and Country Director to ensure they are addressed.
- Lead the Swedish annual audit for the SWIFT programme.
- Assist with preparation for conferences, meetings, seminars and workshops including following up with external participants, preparing and distributing agendas, and reserving rooms.
- Prepare financial management reports as required by the Ethiopia country programme and the regional office including leading the preparation and monitoring of annual budgets.
- Adherence to internal controls, processes and procedures.
- Appropriate treatment of assets purchased on behalf of recipients/partners.
- Process travel requisitions and assistance with travel arrangements such as hotel and flight bookings as required for TMA stakeholders.
- Maintain current distribution lists, phones, and address lists of projects.
- Handle routine data entry to the TMA financial management system (Navision), assisting the processing of invoices to facilitate payments and reconcile travel expenditure to ensure accountability.
- Develop and maintain an e-filing system with up-to-date project information for the portfolio.

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

## Organisational positioning



## Academic and professional qualifications

- Undergraduate degree in Social Sciences, Business Administration, Commerce, Development Studies or related field **OR** a master’s degree in a related field.
- Professional qualifications in Project Management, M&E, Accounting or Communications will be an added advantage.

## Work experience

At least five years’ relevant experience for undergraduate degree holders (at least three years’ relevant experience for postgraduate degree holders) in managing and coordinating projects, including monitoring and evaluation, knowledge management and communications activities for donor funded programmes.

### Technical skills and behavioural competencies

TMA is looking for an individual who is a self-starter, well experienced in project cycle management, an experienced coordinator, and knowledgeable of Ethiopia and the Horn of Africa region.

- Proven Project Management skills to oversee and coordinate project activities related to trade/transport and logistics and systems.
- Understanding of the centrality of Results and programme impact.
- Experience of working with Ethiopian trade, transport and logistics, customs, economic development agencies in Ethiopia an advantage.
- Experience working with M&E tools including logical framework and tracking the performance of projects.
- Fluent in spoken English and proficiency in written English. Fluency in Amharic. Other local languages an added advantage.

### Risks associated with the position

Safeguarding: Promote and adhere to TMA’s core values and ensure compliance with organisational policies and procedures and create an environment where staff/beneficiaries are safe from abuse, and exploitation.

### Sign off

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