



Job details	
Job title: Programme Officer – Trade Facilitation	Line Manager title: Programme Manager, DRC
Grade: JG 7	Direct reports: None
Department: DRC Country Programme	Location: Kinshasa, DRC
Job summary	
<p>Programme Officer, Trade Facilitation will support the delivery of TradeMark Africa (TMA)’s DRC Country Programme through high-quality Programme Cycle Management (PCM) and end-to-end programme support. The incumbent will work closely with the Programme Manager and Country Director to ensure effective implementation of Trade Facilitation interventions and achievement of programme results in line with TMA’s PCM guidelines and donor requirements.</p> <p>The Programme Officer will play a key role in supporting implementation of the Peaceful and Resilient Borderlands II (Borderlands) Programme, an EU-funded initiative aimed at enhancing the socio-economic integration and cohesion of cross-border communities in Uganda and Eastern DRC through more efficient and inclusive trade and any other programme that might need his support.</p> <p>The Programme Officer will oversee the annual work planning cycle in collaboration with technical teams and implementation partners ensuring the seamless integration and consolidation of all project plans. Additionally, this role involves a variety of administrative duties critical to the success of the Borderlands Programme. These responsibilities include the consolidation of quarterly and annual reports, accurate minute-taking during meetings, enhancing the programme's visibility through communication support, and assisting with monitoring and evaluation (M&E) activities. The officer will also be responsible for diligent follow-ups and performing any additional tasks necessary to support the programme's objectives effectively.</p>	
Roles and responsibilities	
<p>Programme and Project Cycle management: (40%)</p> <ul style="list-style-type: none"> - Provide programmatic support to the team in DRC by providing input in strategy development, development of Project Appraisal Reports (PARs), management of data collection, reviews, and evaluations. - Participate in the generation of TORS and procurement of the required consultancies/TAs for the implementation of the approved Bordelands programme in DRC. - Aggregate inputs into a comprehensive plan for the Bordelands and DRC annual work planning processes in collaboration with the Programme Manager and technical teams. - Coordinate process for all teams involved in the DRC to derive estimated activity costs, rationalise and aggregate activities budgets and support in expenditure forecasting. - Collect information from project teams to ensure regular update of the mobilisation plan and comprehensive procurement pipeline for the DRC Bordelands Programme. - Provide support in the management of consultants and Grantees at national and regional levels. - Liaise with implementing partners in the collection and submission of required reports and data on the progress of monitoring plans and activities. - Provide support to the team during progressive reporting (i.e. weekly, quarterly and annually) as may be required by EU and TMA processes and systems respectively. - Provide support to country and regional teams in initiating project closeout procedures and ensuring project documentation on evaluations, research and lessons learned are up to date. - Update and maintain the DRC Country Programme (DCP) Monitoring, Evaluation and Learning Plan (AMELP) as well as individual project result frameworks, in collaboration with project teams and the results and impact team. 	



- Track budget and expenditure for the DRC programme, including for the Borderlands programme, and closely monitor budget components, including obligations and budget ceilings, in collaboration with the programme budgeting and financial reporting team.
- Track and update adherence to reporting timelines and structures as well as consolidation of the periodic reports required.
- Track and update programme risks for the DRC programme and ensure the register is comprehensive and regularly updated.

Programme Coordination and Administration: (25%)

- Provide administrative services related to oversight of the DRC Country programme, and among others, the Borderlands programme, including organisation of regular meetings across the different teams, taking minutes and following up on agreed actions, and keeping an update of all agreed decisions.
- Maintain branding and marketing plan, collaboration, learning and adaptive management plans, including keeping an update of the events calendar, with support from the communications and results team.
- Ensure Collaboration, Learning and Adaption workshops and events both internal and external are well organised and delivered on time and to budget.
- Document lessons learned and best practices for knowledge sharing and learning.
- Track adherence to TMA project approval requirements, budget revisions and reallocations, and ensure compliance with TMA and donor policies, in line with the EU co-operative agreements with TMA.
- Manage process of preparation for annual audits of the donor funded projects within the DRC Portfolio, ensuring they meet donor requirements, with support from the Finance teams.

Collaboration, Learning and Adaptation: (25%)

- Support TMA's research work related to trade and providing insights to the results and impact of TMA programming in trade facilitation.
- Support the development of a community of practice.
- Documents and promotes lessons learned and best practices for knowledge sharing and learning.
- Undertake any other duties as may be assigned by the Country Director, DRC to support the overall management of the team and implementation of the programme.

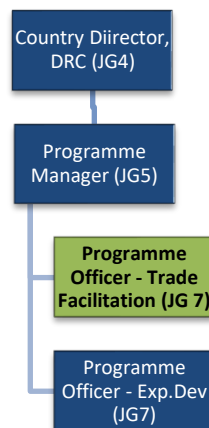
Compliance with Corporate level responsibilities: (10%)

- 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.
- 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.
- Collaborates with the communication unit to shape and monitor the programmes communication plan in line with TMA’s corporate communication strategy and visibility commitments to funding agencies.
- Contribute to effectively communicates programme progress and results to internal and external stakeholders and supports in the delivery of high-quality outputs to ensure that TMA’s mission and vision are well communicated to investors and stakeholders, and that TMA’s work motivates and inspires donors, implementing partners and other stakeholders.
- Contribute to the DRC team effort to works closely with other functions including the Corporate Affairs and Fundraising, CEO’s office, outcome areas to ensure that external communications are developed with maximum impact and delivered against the results calendar and corporate strategy.
- Ensure inclusion of gender-sensitive/responsive indicators to track progress towards gender integration.
- Any other related responsibilities that may be assigned by the line manager from time to time.
- The job holder 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 his OKR and assigned to a relevant task(s) manager.

Organisational positioning



Academic and professional qualifications

- Undergraduate or postgraduate degree in social sciences, communication, business administration, development studies or related field.
- Professional qualifications in project management, M&E or communications will be an added advantage.
- Fluency in both written and spoken French and English is required.

Work experience

- For undergraduate degree holders, at least five years relevant experience in managing and coordinating projects, including monitoring and evaluation, knowledge management and communications activities for donor funded programmes. For Postgraduate degree plus three years’ relevant experience.
- At least three years’ experience in Project Management Cycle or its equivalent.
- Previous work experience with donor funded projects in the Democratic Republic of Congo
- Former experience of direct collaboration and coordination with DRC Government officials will be an added advantage

Technical skills and behavioural competencies

- A strong understanding, and proven experience in, Programme & Project Cycle Management and Results Based Measurement.
- Good understanding of project implementation approaches.
- Good financial management skills including financial reporting, budgeting, and expenditure forecasting.
- Good understanding of procurement cycle management and contract management and project risk



management.

- Good analytical, written and oral communication skills.
- Teamwork, inter-personal and stakeholder management skills with the ability to develop strong internal and external working relationships, particularly with public sector.
- Strong planning and organizing skills, ability to priorities, pay attention to detail and work with minimum supervision.
- Proficiency in MS Office applications.

Risks associated with the position

DRC Programme is rated high risk. The ideal candidate will be requested to travel to other regions out of Kinshasa/DRC but subject to risk assessment. Linked to donor funding to the DRC Country Programme and other supplemental funding, the position is therefore subject to funding availability.

Sign off

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