Job Description – Project Manager

Job details	
Job title: Programme Assistant, South Sudan	**Line Manager title:** Programme Manager
Grade: JG9	**Direct reports:**
Department: South Sudan Country Programme	**Location:** Juba, South Sudan

Job summary

The Programme Assistant will support the implementation of TradeMark Africa (TMA)'s South Sudan Country Programme by providing administrative, logistical and programme support to ensure effective and timely delivery of programme activities. Working closely with the Programme Manager South Sudan, the role will contribute to the day-to-day coordination and implementation of projects, including donor-funded initiatives, in accordance with TMA's Programme Cycle Management (PCM) guidelines.

The Programme Assistant will support activity planning and scheduling, logistics for meetings and field activities, documentation, data collection, maintenance of programme records, preparation of meeting minutes, and compilation of inputs for progress reports. The role will also support coordination and follow-up with government institutions, private sector stakeholders, cross-border traders and TMA's regional technical teams to facilitate smooth implementation, accurate record-keeping and timely delivery of programme outputs.

Roles and responsibilities

Programme & Project Cycle Management and Reporting: (40%)

- Provide administrative and operational support to programme planning, implementation tracking, data collection, reviews and evaluations.
- Support the consolidation of inputs for annual work plans and activity schedules in collaboration with the Programme Officer, Programme Manager and technical teams.
- Assist in compiling activity budgets, tracking expenditure and updating budget forecasts in coordination with the programme and finance teams.
- Support the preparation, formatting and compilation of programme documents, technical deliverables and progress reports to ensure accuracy and consistency.
- Assist in consolidating activity plans and tracking implementation progress across project and corridor interventions.
- Support the collection, organisation and updating of programme data, monitoring tools and project results frameworks in collaboration with project teams and the Results and Impact team.
- Compile inputs for quarterly, mid-year and annual reports in line with TMA Programme Cycle Management (PCM) guidelines and donor reporting requirements.
- Maintain organised programme records, project files and risk registers, ensuring documentation is accurate, up to date and readily available for reviews and audits.

Programme coordination and administration: (40%)

- Provide administrative and logistical support for programme activities, including meetings, workshops, field visits and stakeholder engagements.
- Organise programme meetings, prepare agendas and meeting materials, take minutes, maintain

records of decisions and follow up on agreed actions.

- Assist in maintaining project calendars, activity schedules, branding and marking plans, and collaboration, learning and adaptive management plans.
- Support the organisation and delivery of internal and external collaboration, learning and adaptation workshops and events, ensuring timely logistical arrangements and adherence to approved budgets.
- Document lessons learned, good practices and implementation experiences to support knowledge sharing and continuous programme improvement.
- Assist in tracking compliance with TMA project approval procedures, budget revisions, reallocations and applicable donor requirements.
- Support the preparation and organisation of project and country programme audit documentation in collaboration with the Finance team and other relevant staff.
- Maintain an up-to-date system for programme correspondence, contracts, reports, meeting records and other supporting documentation.
- Liaise with government institutions, private sector stakeholders, cross-border traders and other implementing partners to support programme coordination and follow-up.
- Undertake any other duties assigned by the supervisor in support of effective programme implementation and delivery.

Collaboration, Learning and Adaptation: (10%)

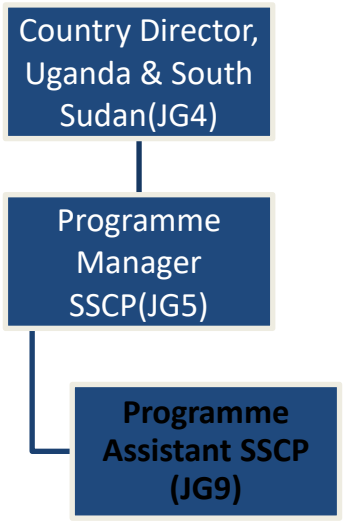
- Support TMA's research work related to trade and providing insights to the results and impact of TMA programming in trade facilitation.
- Support the development of a community of practice.
- Documents and promotes lessons learned and best practices for knowledge sharing and learning.
- Undertake any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

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 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.
- 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.
- 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.
- 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.
- 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 your OKR and assigned to a relevant task(s) manager.

Organisational positioning



Academic qualifications, technical knowledge and experience

- An undergraduate degree with at least two years of relevant work experience, or a diploma with at least three years of relevant work experience.
- Experience working on donor-funded projects will be an added advantage.
- Excellent written and verbal communication skills in English.
- Prior work experience in South Sudan is essential.

Additional Information

- The job holder may from time to time be required to provide support to TradeMark Africa's wholly owned subsidiary, Trade Catalyst Africa (TCA), as would be communicated by your line manager. When this happens, the specific task(s) will be reflected in your performance management tool (OKRs) and assigned to a relevant task(s) manager.
- **This position work is only open to South Sudan nationals or citizens**

Risks associated with the position		
Linked to donor funding to the Uganda Country Programme and other supplemental funding and 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: