Job Description – Project Officer

Job details	
Job title: Programme Officer, Uganda	**Line Manager title:** Programme Manager
Grade: JG8	**Direct reports:** None
Department: Uganda Country Programme (UCP)	**Location:** Kampala, Uganda

Job summary

The programme officer will support delivery of TradeMark Africa (TMA)'s Uganda Country programme through providing high quality and diligent Programme Cycle Management (PCM) and end to end programme support. S/he will work closely with the Programme Manager and the Country Director, to ensure delivery of results from country programmes such as the Norway funded Increasing Sustainable and Inclusive Trade in Africa Project among other UCP projects in line with TMA's PCM guidelines.

The Programme Officer will support planning, budgeting, implementation tracking, quarterly and annual reporting, taking minutes in meetings, and ensuring follow up and any other functions that may be required. The role works closely with stakeholders including government officials, private sector and cross border traders and regional technical teams to ensure timely, compliant, and results-oriented delivery.

Roles and responsibilities

Technical Project Support and Overall Programme Delivery: (40%)

- Provide hands-on technical and operational support to the delivery of the Increasing Sustainable and Inclusive Trade in Africa Project across its three core interventions: Women and Youth Enterprise Development; Standards, SPS Compliance and Quality Infrastructure Strengthening; Public Private Dialogues.
- Collect information from project teams to enable development of a detailed mobilisation plan and comprehensive procurement pipeline for the project; and ensure that these are regularly updated.
- Contribute to the development of TORs, technical specifications, procurement documentation, and mobilisation of consultants, technical assistance, and resources for programme delivery.
- Support implementation of the Project and other UCP Projects
- Track the Project and UCP budget and expenditure 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 for the Project and UCP.
- Track and update programme risks for the Project and UCP and ensure the programme's risk plans are comprehensive and regularly updated.
- Contribute to project visibility, documentation of results, and stakeholder communication in line with donor requirements.

Programme & Project Cycle Management and Reporting: (20%)

- Provide programmatic support by providing input in strategy development, development of Project Appraisal Reports (PARs), management of data collection, reviews, and evaluations.
- Aggregate inputs into a comprehensive plan for the UCP annual work planning process in collaboration with the Country Director, Programme Manager and other technical teams.
- Coordinate process for all teams involved to derive estimated activity costs, rationalise and aggregate project budgets and support in expenditure forecasting for the Project.
- Prepare technical deliverables and reports to ensure quality, consistency, and alignment with project objectives.

- Support annual work planning, budgeting, and consolidation of activity plans across corridor interventions.
- Update and maintain the Project and UCP Monitoring, Evaluation and Learning Plan (AMELP) as well as individual project result frameworks, in collaboration with project teams and the results and impact team.
- Support preparation of quarterly, mid-year, and annual reports in line with TMA PCM guidelines and donor requirements (as stipulated in the contribution agreement).
- Maintain updated risk registers and ensure documentation is audit ready.

Programme coordination and administration: (20%)

- Provide administrative services related to oversight of the 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 marking 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 co-operative agreements with TMA.
- Manage process of preparation for annual audits of the Project and UCP, ensuring they meet donor requirements, with support from the Finance team in Corporate Resources.
- Undertake other required duties in support of the Project and the UCP portfolio, as necessary.

Collaboration, Learning and Adaptation: (10%)

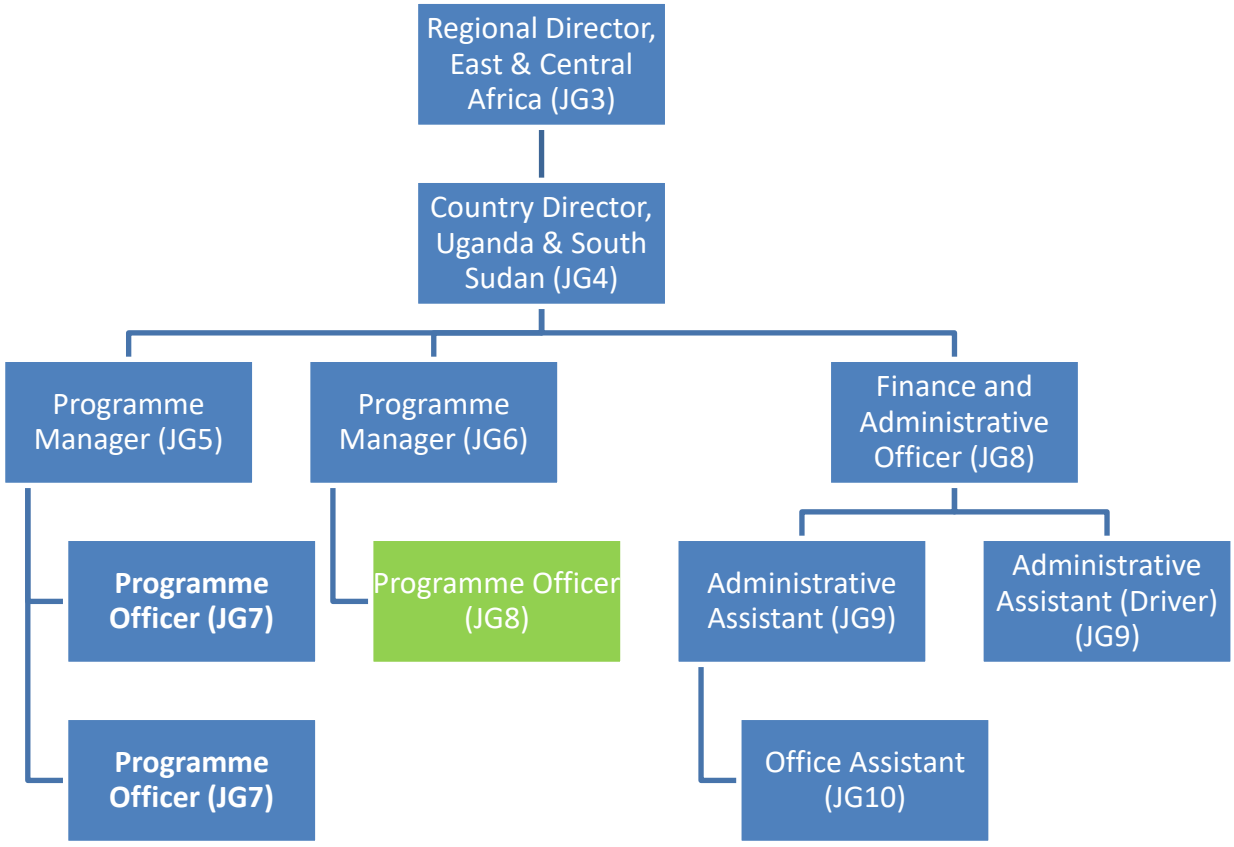
- Support TMA's research work related to trade and providing insights to the results and impact of TMA programming in trade facilitation.
- Support the development of a community of practice.
- Documents and promotes lessons learned and best practices for knowledge sharing and learning.
- Undertake any 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 and professional qualifications

- Undergraduate degree in social sciences, 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 English.

Work experience

- For undergraduate degree holders at least three years relevant experience and for diploma holders at least five years in managing and coordinating projects, including monitoring and evaluation, knowledge management and communications activities for donor-funded programmes.
- At least three years' experience in Project Management Cycle or its equivalent.
- Previous work experience with donor funded projects 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.
- 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

Linked to donor funding to the Uganda Country Programme and other supplemental funding and the position is therefore subject to funding availability.