

| Job details | |
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| Job title: Programme Manager, Market Systems- ERRA | Line Manager title: Director, Business Competitiveness |
| Grade: Manager JG 5 | Direct reports: None |
| Department: Business Competitiveness | Location: Nairobi, Kenya |
| Job summary | |
| <p>The Programme Manager, Market systems for ERRA will be responsible for the effective design and delivery of market systems/value chain programming within the USAID funded ERRA programme at the regional and country level in line with ERRA objectives and the overall TMEA Theory of Change (TOC)</p> <p>The Programme Manager’s primary role is to support the design and rolling out of programming in ERRA targeted value chains. He/She will lead on all ERRA value chain activities throughout the whole Project Life Cycle Management (PCM) including i) project design, planning and implementation; ii) monitoring, evaluation, collaboration, learning and dissemination; iv) quality assurance, reporting and oversight with regular steering committees; and v) stakeholder engagement including coordination with country and regional teams and external value chain actors.</p> <p>Under Objective 1 of ERRA, TMEA plans to use a market systems approach to unlock export growth and job creation in key value chains, especially linked to structured trade in food commodities and cotton, textile and garments (CTG) value chains. Some key aspects that will need to be considered include</p> <ul style="list-style-type: none"> • Creating an enabling business environment to promote trade and attract investment. E.g SEZ framework to attract FDI • Enhancing sustainable and competitive supply chains by addressing key constraints in targeted value chains e.g. logistics. • Improving the ability of firms to access markets by complying with necessary standards to produce sufficient quality and quantity and accessing necessary market information. | |
| Roles and responsibilities | |
| <ul style="list-style-type: none"> • Working closely with the Director Business Competitiveness, the PM will play a central part in managing Objective 1 of the ERRA programme and projects related to export value chains, food trade and private sector partnerships related to ERRA. • The PM will implement all aspects of PCM for the identified projects including drafting ToRs, procurement, contract and financial management, reporting, M&E and supporting good governance of the projects. The PM will also need to work closely with the country leads to ensure effective delivery of projects at country level. • In addition to these aspects of PCM USAID is also requiring TMEA to undertake collaboration, learning and knowledge sharing. The PM will therefore be expected to facilitate collaborative partnerships and develop knowledge products with the support of consultants for wider dissemination and learning. | |

- An important aspect of this work will be stakeholder engagement both within TMEA, including country teams, Project Delivery Hub (finance, procurement, M&E), communications and impact, as well as external stakeholders related to the projects including implementing partners and donors.
- Manage projects to ensure that results frameworks and indicators are appropriate, that progress is being made against agreed results, projects are properly structured and adequately resourced, projects are completed on time and within budget and that work is delivered to a technical standard that fully meets requirements.
- Work closely with the knowledge and results team to develop quarterly and annual reports on the MIS and timely submission of reports to USAID.
- Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure.
- Undertake any other duties as may be assigned by the Outcomes 2 lead to support the overall management of the team and implementation of the programme
- Represent the O2 Programme at national and regional fora.

- Ensure dissemination and visibility of project achievements and the continuous update of the website

Corporate Level Responsibilities:

- 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 programme officer's 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.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Promote and adhere to TMEA'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 TMEA's reputation.

Organisational positioning



Academic and professional qualifications

- An undergraduate degree in Economics, agriculture development, International Trade, Development or other relevant field or combined equivalent experience. Qualifications in programme and project planning and management will be an added advantage. Strong research, oral and written communications and stakeholder coordination skills are essential.

Work experience

- At least 10 years of proven work experience in programme / project management of in supporting the implementation of business competitiveness projects (private sector development, value chain, logistics) and/or private sector or civil society engagement in East Africa for undergraduate degree holders and 8 years 'experience for postgraduate degree holders. Three years of management experience is mandatory.
- Technical expertise in a field related to agricultural development such as: agricultural economics, marketing, agribusiness management or related fields.
- Demonstrated value chain experience in at least one of the following: the USAID value chain approach, M4P, or Market Systems Development approach, which led to greater competitiveness and inclusiveness in markets.

Additional skills

- Experience in project and financial management including assessment and evaluation in East Africa.
- Good understanding of the national and regional socio-political and economic contexts in East Africa as well as the national and regional private sector and civil society environment
- Good understanding of national governance issues and strong familiarity with national stakeholders
- Knowledge of and experience in supporting national public private dialogue and policy advocacy.
- Experience in managing multiple projects, demonstrated organisational skills and attention to detail.
- Excellent influencing, networking, and relationship building.

- Ability to work within and communicate effectively within a matrix structure and between regional and technical teams.
- Excellent communication and written and spoken English.
- Ability to prioritise and produce work of a consistently high standard.
- Comfortable working under pressure and within tight deadlines with ability to multi-task
- Experience with gender and social inclusion in programming a strong advantage.
- Knowledge of Kiswahili/or French would be an advantage.

Sign off

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