

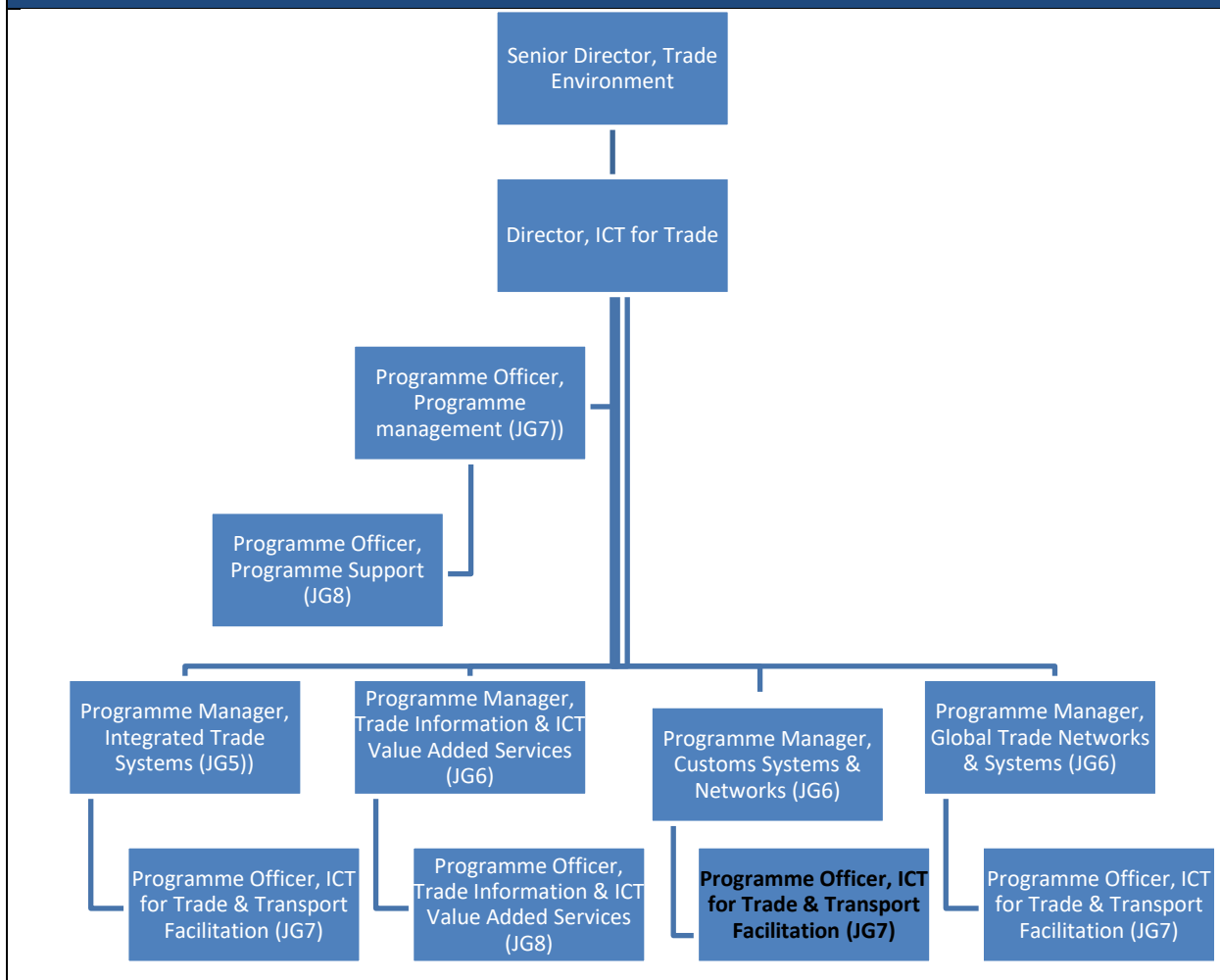
Job details	
Job title: Programme Officer, ICT for Trade and Transport Facilitation	Line Manager title: Programme Manager, ICT for Trade and Transport Facilitation.
Grade: JG 7	Direct reports: None
Department: ICT for Trade (Outcome 1b)	Location: Nairobi, Kenya
Job summary	
<p>The Programme Officer will provide expertise and innovative approaches in developing and implementing: Global Trade Networks and Systems; Integrated Trade Management Systems; and Customs Systems and Networks, across the region. This will be achieved through taking up Technical and Project lead roles for various projects within the ICT for Trade and Transport Facilitation Programme.</p>	
Roles and responsibilities	
<p>In executing their roles and responsibilities the job holder shall:</p> <ul style="list-style-type: none"> • Assist the Manager in implementing Outcome 1.3: Improved and more Transparent Trade Systems and Processes strategy. • Assist the Manager in the design and implementation all ICT for Trade projects that will be assigned to them by the Manager such as Trade Information Systems, Trade Monitoring Systems, Trade Management Systems, and other such systems that will be assigned to them by the Manager; • Support in the delivery of ICT for Trade Projects categorized through implementation of designated projects and coordinated with other managers and officers of the Programme where they are not designated as Project Leaders or Technical Leads; • Provide technical and project management support at project implementation; by being the lead person in the software development lifecycle, while working with partners and contracted resources; provide quality assurance of deliverables; • Support in developing and updating project and technical documents for projects from inception, formulation, design, implementation and monitoring and evaluation. Such documents shall include but not limited to: Project Documents – Concept Notes, Project Appraisal Reports, Memorandum of Understanding/Financial Agreements, Project Charters, Project Implementation Reports, Project Closure Reports; Technical Documents – Business Use Cases, Systems Requirements and Needs Analysis Documents, Systems Requirements and Design Specifications, System Technical and Administrative Manuals, System User Manuals, Terms of Reference; • Assist and participate in procurement processes for designated projects and ensuring application of highest ethical standards; • Support the Manager in managing contracts with suppliers for designated projects ensuring value for money principles are adhered and targeted deliveries and outputs are achieved; • Assist the Manager in managing the Results Frameworks of assigned project and this shall include undertaking baseline exercise for all projects, collecting and reporting on results on monthly, quarterly, biannual, annual and biennial basis, developing result chains and defining monitoring indicators, conducting formative and summative evaluations for designated projects; • Support in the development and maintenance of relationships with the Programme’s stakeholders and partners in a manner that is aligned to TMEA’s principles and outlook; • Implement the change management strategy during and after the implementation phase of the project through co-ordinating and leading project meetings, providing updates to the respective regional, technical and country teams, meeting partners and stakeholders; • Support the Manager in developing and maintaining linkages and support frameworks with other TMEA teams – technical, country and regional in the delivery of their projects where ICT speciality is required; 	

- Provide support and be engaged in other Programme related activities as may be deemed necessary by the Programme Manager and Director.

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 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.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- 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.
- Any other related responsibilities that may be assigned by the line manager from time to time

Organisational positioning



Academic and professional qualifications

- Undergraduate or postgraduate degree in, Management of Information Systems, Computer Science, Software Engineering, Informatics or related field.

Work experience

- Undergraduate degree holders will have at least 5 years of relevant working experience while postgraduate degree holders will require at least 3 years of relevant working experience;
- At least 2 years in an ICT Project Management role.
- At least 3 years in any of the following ICT fields; Enterprise application development, IT Infrastructure Management (Network & Server Hardware) or Cyber Security.
- Demonstrate knowledge and competency in any of the following programming and scripting languages; e.g. C#, C++, Java Enterprise, PHP, Python.
- Knowledge and application of Block Chain Technologies, Artificial Intelligence and Internet of Things related technologies will be a strong added advantage.

Additional skills

- Ability to work creatively and analytically in a problem-solving way;
- Be self-motivated individual with the ability to work independently and effectively under minimum supervision;
- A good team player;
- Good oral and written communications skills with proven ability to communicate in a clear and succinct manner;
- Eagerness to contribute in a team-oriented environment;
- Ability to proactively identify gaps and provide timely, cost-effective and efficient solutions;
- Excellent proficiency in use of commercial and open source technologies;
- Adept with emerging technologies in ICT;
- Excellent attention to detail with good organization, decision-making and problem-solving skills;
- Excellent project management skills

Sign off

Job holder	Signature: _____	Date: _____
Line Manager	Signature: _____	Date: _____
Counter-signing Quality Assuror	Signature: _____	Date: _____