

Job details	
<b>Job title:</b> Regional Director, East and Central Africa	<b>Line Manager title:</b> Chief of Programmes (CoP) Countersigning Officer: CEO
<b>Grade:</b> JG3	<b>Direct reports:</b> Country Directors for DRC, Kenya, Tanzania and Uganda & South Sudan and Country Representative for Burundi
<b>Department:</b> Programme Department	<b>Location:</b> Any office in East Africa
Job summary	
<p>The Regional Director (East &amp; Central Africa) oversees TradeMark Africa’s programme delivery in East and Central Africa at country level through developing and implementing TMA’s in-country strategies and programmes to generate the required results. S/he leads on co-ordinating implementation of TMA’s operations across country and regional programmes with the Chief of Programmes (CoP) - primarily “how” TMA does projects. S/he will be responsible for liaising with external partners and stakeholders and other major programmes of key development partners, to establish TMA as a significant and respected organisation and programme, in response to the challenges of regional trade and integration in East and Central Africa. The role involves strategic quality assurance, management and oversight of TMA’s delivery system to deliver agreed organisational impact objectives and related Key Performance Indicators (KPIs). The Regional Director (East &amp; Central Africa) will function with a high degree of responsibility, accountability and autonomy in reporting on key country programme deliverables to the CoP.</p> <p>The job holder will work with other SLMT members to develop and sustain a high-performance culture where TMA deliver results that demonstrate TMA’s expertise in trade and regional integration. S/he work with the CEO, CoP and the other members of the Senior Leadership &amp; Management Team (SLMT) to ensure strong integration across all functional areas to improve TMA’s effectiveness and to drive a result-focus across the organisation; and institutionalise mechanisms that align people and resources to strategy to enable TMA to establish a reputation as a leading specialist agency which delivers results and positively impacts on prosperity for East and Central African citizens.</p>	
Roles and responsibilities	
<p><b>Strategy development and implementation at Senior Leadership &amp; Management Team level (20%)</b></p> <ul style="list-style-type: none"> <li>• Work effectively and closely with the CEO, CoP and SLMT in developing and managing TMA’s development and strategy.</li> <li>• Actively participate in the continued implementation of TMA’s Strategy 2 Programme and in future programme development including potential geographical expansion with the CEO, CoP and SLMT.</li> <li>• Contribute actively to regular SLMT meetings, highlighting key country programme portfolio issues for senior engagement.</li> <li>• Lead Country Heads in developing annual business plans for capacity development, policy reforms, systems and infrastructure development for regional trade and integration in East and Central Africa in support of the broad TMA goals and objectives, for approval by the National Oversight Committees (NOCs), Board and Council.</li> <li>• Oversee and direct the development of national programmes as a central part of TMA’s overall activities and impact.</li> <li>• Liaise with the Chief of Programmes in development of Project Appraisal Reports (PARs) outlining inputs, activities and outputs required to achieve TMA’s strategy and business plan, for approval by NOCs, Board and Council.</li> <li>• Integrate on-going Development Partners’ support for regional trade and integration activities where aligned to TMA’s goals and objectives.</li> </ul>	

- With the CEO and CoP, take a leading role in developing TMA's new long-term strategy and developing greater learning and accountability practices across the organisation.
- Work with SLMT on strategic analysis, portfolio analysis and stakeholder perceptions to inform future programming, and for reporting to the NOCs, Board and Council.

### **Political, stakeholder and diplomatic engagement, fundraising and partnership development (15%)**

- Oversee and shape TMA's strategic political, stakeholder and diplomatic engagement at country level in East and Central Africa.
- Examine opportunities for strategic partnerships to enable TMA to achieve its objectives with the CEO and CoP.
- Highlight opportunities for increased funding and co-manage fundraising with the CEO and other members of SLMT as agreed with the CEO and CoP. This will include supporting funding applications, responding to requests for information, etc.
- Co-ordinate country level political management with CoP and SLMT. This will include undertaking regular Ministerial level operational engagement with country-based stakeholders.
- Actively represent and promote TMA's work and profile and deputise in national and international public events and fora for the CEO and CoP, particularly those related to TMA operations.
- Provide strategic input and engage with stakeholders and partners on regional trade and integration involving EAC institutions and Partner States and development partners.
- Promote local procurement of all proposed, direct or indirect, TMA sub-contracts and related opportunities in order to develop the East Africa based service provider capacity.

### **Programme development and delivery (30%)**

- Work closely with the CoP and Country Heads to coordinating implementation of TMA's operations across country programmes.
- Lead on (and be held accountable for) development and delivery of coherent multi-country operational strategy delivery and allied budgeting, business planning, forecasting & expenditure reviews.
- Ensure robust country risk management frameworks are in place in all countries of operation.
- Co-manage political risk and engagement at country and regional levels with the CEO and SLT.
- Ensure full compliance with TMA regulations across operations (1st Line of Defence).
- Actively manage the smooth introduction of TMA's enhanced matrix management approaches to ensure harmonious co-working and ensure compliance of all teams to TMA procedures and policies.
- Lead on coordination of annual reviews across countries.
- Provide on-going strategic input and quality assurance support to country portfolios in order to maximise results impact.
- Ensure a comprehensive dashboard of key programme performance indicators (KPIs) is regularly monitored and managed across countries to ensure 80% plus levels of performance attainment.
- Manage a series of effective performance meetings of country teams, and regular monthly KPPI meetings with the CoP.
- Liaise with the Programme Delivery Hub and Impact Unit to ensure that portfolios and projects are regularly monitored through implementation of robust monitoring and evaluation mechanisms by all country programme teams.
- Liaise with the Programme Delivery Hub and Impact Unit to ensure proactive communication of TMA's results streams to stakeholders and partners.
- Ensure programme implementation of key crosscutting themes and strategies for gender, poverty, safeguards, extractives and climate change.
- Oversee efficient and effective operation of country programmes in line with funding agreements with donors and defined TMA policies and procedures.
- Prepare periodic management reports for submission to the Board and Council.
- Ensure that programme teams have high calibre financial management with 90% of disbursements/payments made in line with forecasts, and that TMA manages its financial resources with minimal risk or incidence of fraud or misappropriation.

# Job description

## Team management (15%)

- Provide excellent strategic leadership and management of direct reports in order to obtain the optimal performance from TMA’s key assets, its staff.
- Invest significant time in mentoring direct reports to ensure smooth implementation of TMA’s succession plan. This will include overseeing and supporting professional training and inter-personal development of programme teams, and promotion of the most able staff.
- Ensure close coordination, harmonisation and strong integration between countries.

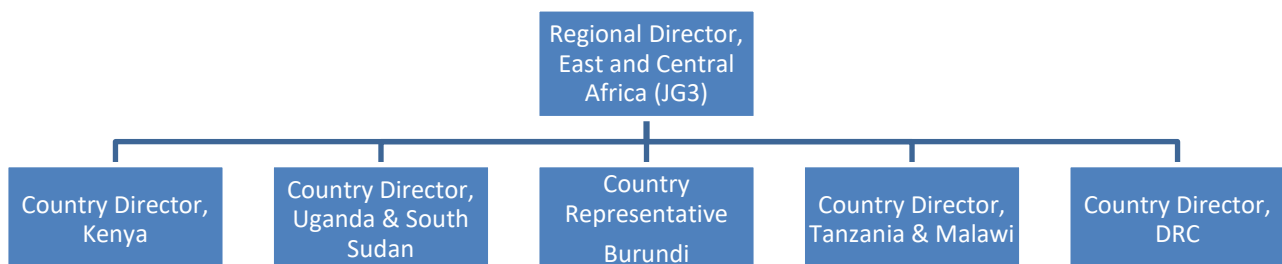
## Support TMA’s governance and oversight structures (10%)

- Support Country Heads in provision of support to the NOCs.
- Support CEO and CoP in provision of support to the Board of Directors (including Board Committees) and Council including drafting high-quality Board and Council papers.
- Lead on the management of programme inputs to the Operations Committee of the Board.

## General (10%)

- Support business of SLT through meetings and follow-up on issues as and when they arise.
- Contribute to knowledge generation and dissemination and support Country Heads in conducting regular informal and formal reflection, knowledge sharing and learning events.
- 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.
- Promote and adhere to TMA’s core values and ensure compliance with organisational policies and procedures.
- Maintain zero tolerance of 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.
- Any other related responsibilities that may be assigned by the CEO from time to time.

## Organisational positioning



Academic and professional qualifications		
Undergraduate or Master's degree preferably in Economics, Development Studies, International Trade, Planning, Finance or Management.		
Work experience		
<ul style="list-style-type: none"> <li>Undergraduate degree holders will have at least 15 years' working experience, including seven years of leadership and management experience. Postgraduate degree holders will require at least 13 years' experience including seven years of leadership and management experience.</li> <li>Minimum of ten years' experience in managing business units or development programmes, particularly in areas related to TMA's core focus areas.</li> <li>Demonstrable knowledge, skills and experience in programme cycle management and programme delivery, political economy analysis, donor management and fundraising.</li> <li>Three years of senior level experience within East Africa or other developing economies are essential for this role.</li> </ul>		
Additional skills		
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Strong strategy orientation and experience with the ability to communicate strategy and results concisely and simply. Ability to deliver plan and performance to budget.</li> <li>Excellent leadership and management skills, with demonstrable strong people management.</li> <li>Adept at working with diverse teams, delivering change and achieving results.</li> <li>Ability to establish and maintain strong collaborative partnerships/relationships with development partners, senior government officials, civil society and business organisations.</li> <li>Sound technical knowledge of the African regional integration agenda and of the major multilateral and bilateral trade agreements which affect East African countries.</li> <li>Ability to influence others to achieve objectives and gain consensus and collaboration.</li> <li>Sound decision-making, judgement, problem solving, organisational and analytical skills.</li> <li>Excellent writing under time pressure, presentation, communication and personal effectiveness skills.</li> <li>Collaborative and team-oriented management approach and co-working approach.</li> <li>Strong computer literacy with proficiency in MS Office applications.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Knowledge and practice in the areas of financial management, grant management or risk assessment in a development organisation.</li> <li>Language skills in Kiswahili and/or French.</li> </ul>		
Sign off		
Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____