

Job details	
Job title: Senior Director, Trade Environment	Line Manager title: Chief of Programmes
Grade: Job Group 3	Direct reports: <ul style="list-style-type: none"> • Director, Standard Quality Infrastructure (SQI) and Sanitary and Phytosanitary Measures (SPS) • Director, Trade Policy & Facilitation • Director, ICT for Trade Facilitation • Head of Trade Environment Programme Management
Department: Trade Environment	Location: Flexible - one of TMA's Country Office locations.
Job summary	
<p>A key member of TradeMark Africa's (TMA's) Senior Management Team, the Senior Director, Trade Environment is responsible for ensuring programme technical quality and operational delivery of TMA's Trade Environment programmes and projects that aim to enhance market access by reducing barriers to trade for the growth of intra-Africa trade and trade between Africa and the rest of the world. In particular, s/he will ensure that TMA's objectives, and associated strategic impacts, outcomes and outputs, are achieved around: improving the standards regime, implementing a Sanitary and Phytosanitary (SPS) programme; improving trade processes and systems, including Information and Communications Technology (ICT); and improving the trade regulatory environment including reduction of Non-Tariff Barriers (NTBs). The job holder will ensure alignment of trade environment goals to TMA's strategy, and the linkages between interventions in trade policy and facilitation, standards and SPS, Continental and regional integration policies, and ICT are mainstreamed in all aspects of TMA's work and practice, and clearly linked to organisational objectives at both national, regional/corridor and continental levels.</p>	
Roles and responsibilities	
Strategic leadership and programme development <ul style="list-style-type: none"> • As member of the Senior Management Team (SMT) and the Senior Leadership and Management Team (SLMT) support the process and engagements in setting the <i>strategic direction</i> of the organisation around strategy, people, operations, culture and corporate issues. This will include engaging in decision-making; taking collective responsibility for SLMT and SLT decisions, supporting and disseminating them; and actively promoting staff engagement and setting a kind, collaborative and professional culture. • Oversee the design, development and delivery of a large, complex portfolio across Africa at continental, regional/corridor and national levels to improve Africa's trade environment. This will include projects focused on improving the continental, regional and national Trade policy environment and enhancing the continental/regional investment climate and governance e.g. support to the Continental and regional organs, supporting Ministries of Trade and investment in countries of TMA's operations, standards harmonisation, elimination of NTBs and providing ICT support for trade facilitation; • Continuously review programmes and projects within the portfolio and suggest refinements to TMA's Theory of Change in liaison with the Senior Management Team; • Develop trade environment programming strategies and oversee their implementation, including strategic planning, resources planning and allocation, project proposals and Project Appraisal Reports (PARs); • Accountable for the achievement of the trade environment objectives and ensuring programmatic consistency, delivery and quality assurance across the entire portfolio of projects whilst demonstrating value for money and having clear mechanisms for measuring results. This will require close liaison with the 	

respective country and regional Portfolio Senior Directors; Country and Technical Directors; Country and Technical Managers; Programme Delivery Hub (PDH);

- Liaise with Technical Directors, Country Directors and Technical Advisers to agree delivery mechanisms and targets, and review progress on achievement of outcome level milestones and desired results, contributing to delivery of TMA's objectives and meeting all mobilisation and spending targets;
- Appraise and undertake due diligence of potential investment opportunities;
- Work with the Chief of Programmes to ensure effective matrix management and lead in the development of strong working relationships among Portfolio Directors, Project Leaders and Technical Directors, and mediate and resolve disputes, as needed;
- Effective liaison with delivery partners and investors on programmatic issues and performance monitoring; and
- As part of the Senior Management team, support efficient and adaptive implementation of TMA's strategy in collaboration with TMA's Senior Leadership and other Management Teams.

Strategic partnerships/relationships

- Carry out high level representation of TMA at various national, regional and international events and conferences and allied fundraising as agreed with the Chief of Programmes and CEO;
- Lead on the implementation of regular dialogue with TMA's trade environment stakeholders including through the formation of different advisory groups related to key areas of the portfolio;
- Develop and maintain strong working relationships with stakeholders including existing and potential donors and implementing partners;
- Make substantive contributions to the operationalisation of TMA's leadership development and succession plan and ensure that the organisation attracts and retains high calibre human resources to optimise organisational performance;
- Demonstrate commitment to the inclusive establishment, implementation, assessment and continuous improvement of TMA management systems and policies. This includes contributing to the development of measurable corporate goals and objectives in line with TMA priorities; and
- Actively engage with the senior leadership and management colleagues and contribute to strategic decision making and problem solving.

Monitoring, evaluation and reporting

- Manage and nurture strong internal technical competences and knowledge management across the team, and through this ensure technical excellence of work streams to the highest best in class standards;
- Maintain strong monitoring and evaluation systems for programme delivery comprising qualitative and quantitative indicators for all results and activities, in collaboration with the Results Team;
- Ensure a clear 'line of sight' with key strategic objective, impact, outcome, output and project target results and work closely with the Results team to obtain outcome delivery measurement data and analyse progress against achievement of targets;
- Responsible for reporting on trade environment programming delivery including coordinating high quality and timely quarterly and annual reports of programme and financial performance. Contribute to TMA-wide Annual and donor reports, in line with the monitoring and evaluation framework; and
- Facilitate discussion, information sharing and agreement on the achievement of strategic objectives and targets.

Team management & knowledge management

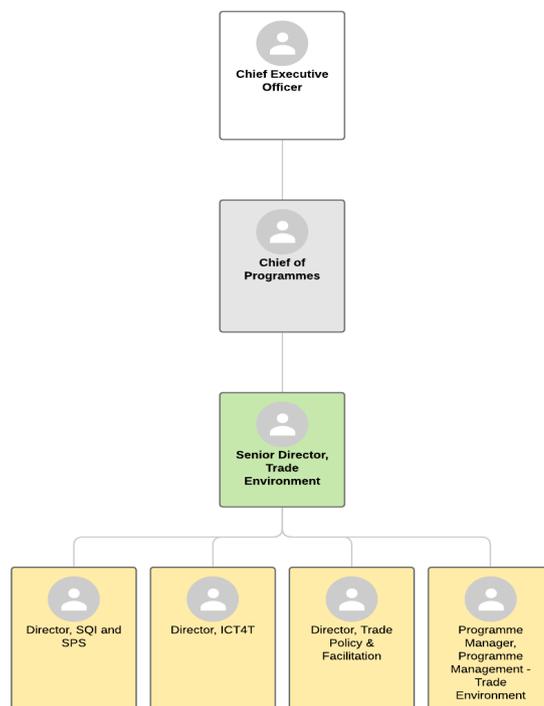
- and ensuring that staff are resourced and equipped to perform at a high standard, including managing poor performance effectively, aligning L&D activities with individual and corporate development areas, and identifying and bringing on talent.

- Manage, mentor, motivate and build a strong team of Technical Directors and technical programme management staff, ensuring adequate capacity is developed for successful delivery;
- Ensure that staff are resourced and equipped to perform at a high standard, including managing poor performance effectively, aligning L&D activities with individual and corporate development areas, and identifying and bringing on talent, both internally and externally.
- Ensure world class management across the team in line with TMA's culture and values;
- Ensure that staff are resourced and equipped to perform at a high standard, including managing poor performance effectively, aligning L&D activities with individual and corporate development areas, and identifying and bringing on talent, both internally and externally.
- Manage and nurture strong internal technical competences and knowledge management across TMA's teams and trade environment cadre, and through this ensure technical excellence of work streams to the highest international standards;
- Manage and lead the delivery of TMA's Knowledge Management approaches and Communities of Practice under the organization Trade Environment practice;
- Ensure risk management, transparency, zero tolerance to fraud and corruption, and due diligence in all programming activities; and
- Ensure close coordination and foster strong integration with the other outcome delivery, and country-based teams.

Corporate systems

- Contribute to knowledge generation and dissemination and support teams 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.
- Promote the *long-term success* of the organisation through leading in setting a confident and effective risk management culture of scanning, reacting and escalating issues and concerns appropriately;
- 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 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.
- Any other related responsibilities that may be assigned by the Chief of Programmes from time to time; including taking responsibility for the *success of the business beyond their operational area*, proactively supporting other senior colleagues to succeed in their objectives, negotiating and delivering the contribution of their resources to others' objectives, and ensuring their work fits with organisational goals.

Organisational positioning



Academic and professional qualifications

- Undergraduate or Masters' degree preferably in Economics, Development Studies, International Trade, Planning, Finance, Management or other related fields.
- Trade Policy or International Trade qualifications are a distinct advantage.

Work experience

- 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 relevant leadership and management experience.
- A minimum of 10 years' experience in leading the development and delivery of trade improvement initiatives and trade-related capacity development programmes to enhance the capacities of developing countries in trade policy development, formulation and implementation of trade reforms, regional integration, and support to national governments.
- Significant work experience and networks with Regional Economic Communities in West Africa, East Africa, Horn of Africa or Southern Africa.
- Experience in working with private sector and civil society to deliver trade capacity support and to support trade related advocacy.
- Three years of relevant senior level experience within Africa or other developing economies are essential for this role.

Technical skills and behavioural competencies

- Proven intellectual and strategic thinking skills with strong problem solving and analytical skills.
- Strong strategy formulation and implementation skills including the ability to communicate strategy and results concisely and simply.
- Excellent leadership and management skills with sound decision-making and judgement.
- Demonstrable experience of managing and mentoring staff to excel at a senior level.

- Strong portfolio building and fundraising skills.
- Ability to deliver complex programming at pace and to budget, in evolving situations.
- Adept at working with diverse teams, delivering change and demonstrating value for money.
- Ability to influence others to achieve objectives and gain consensus and collaboration.
- Excellent presentation, communication and personal effectiveness skills.

Risks associated with the position and additional background information

The role also requires:

- Good understanding and grounding in the political economy and centres of power and influence that may negatively or positively affect implementation of projects and programmes across different regions, sectors and industries in the continent and its regions.
- Good understanding of trade policy context and regional integration in Africa and ability to postulate spillover effects that particularly affect vulnerable groups in the environment.
- High acumen in detecting underlying influences and vested interests that may pose reputational risk to TMA's corporate identity, programmes and partners.
- Good understanding of the dynamics affecting trade policy at national, regional and global multilateral levels, as well as excellent understanding of the multilateral trading systems and their implications on regional integration.
- Significant knowledge of the trade and development needs of developing countries, and a good understanding of trade policy, trade facilitation, infrastructure and transport/logistics.

Sign off

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