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| Job title: Programme Officer, Digital Trade Systems | Line Manager title: Programme Manager, Digital Trade Systems |
| Grade: JG7 | Direct reports: None. |
| Department: Digital Trade Systems | Location: Nairobi, Kenya |
| Job summary | |
| <p>The Programme Officer for Digital Trade Systems plays a key role in providing technical management for designated Digital Trade Systems projects within the TMA ICT Digital Trade and Systems Strategy. The holder will execute delegated duties to achieve specific programme results and utilize their experience and skills to deliver projects in trade and transport sectors. This includes overseeing the implementation of digital trade systems, from conception to commissioning. The Programme Officer will assume Technical and Project lead roles for various projects within the Digital Trade Systems Programme and the broader Market Access Portfolio.</p> | |
| Roles and responsibilities | |
| <p>In executing their roles and responsibilities the Programme Officer shall:</p> <ul style="list-style-type: none"> • Collaborate with the Programme Manager for Digital Trade Systems to implement the Digital Trade and Systems initiatives under Market Access and Business Competitiveness outcomes in TMA's Strategy. • Assist the Director, Digital Trade Systems in designing and implementing innovative Digital Technologies and Systems for Trade. • Work closely with the Programme Management Team (within the department and with other teams) to effectively plan and implement the Digital Trade System programme and projects in TMA, supporting the Digital Trade Systems Director in programme delivery for designated projects. • Drive innovation by developing specific trade use cases applicable to emerging and trending ICTs, fostering the development of systems and applications for trade agencies. • Design and Implement Digital Trade Systems solutions for projects assigned by the Digital Trade Systems Director. • Oversee the technical delivery of Digital Trade Systems projects by coordinating with other managers and officers of the Programme, for projects where the holder is designated as Project Leader or Technical Lead and support other leads where they are not the designated person. • Provide technical and project management oversight during the implementation of projects, leading the software development lifecycle, and ensuring quality assurance of deliverables by working with partners and contracted resources. • Develop and update project and technical documents throughout the project lifecycle, from inception to monitoring and evaluation. This includes but is not limited to Concept Notes, Project Appraisal Reports, Memorandum of Understanding/ Financial Agreements, Project Charters, Project Implementation Reports, Project Closure Reports, Business Use Cases, Systems Requirements and Needs Analysis Documents, Systems Requirements Specifications, System Technical and Administrative Manuals, System User Manuals, and Terms of Reference. • Oversee and actively participate in procurement processes for designated projects, ensuring the highest ethical standards are followed. • Effectively manage contracts with suppliers for designated projects, adhering to value for money principles and ensuring targeted deliveries and outputs are achieved. • Support the Programme Manager for Digital Trade Systems in developing Results Frameworks of assigned projects, including conducting baseline exercises, collecting, and reporting results on a regular basis | |



(monthly, quarterly, biannual, annual, and biennial), developing result chains, defining monitoring indicators, and conducting formative and summative evaluations.

- Develop and maintain positive relationships with stakeholders and partners of the Programme, aligned with TMA's principles and outlook.
- Facilitate proper communications management throughout and after the implementation phase of projects, including coordinating and leading project meetings, providing updates to regional, technical, and country teams, as well as engaging with partners and stakeholders.
- Support collaboration frameworks with other TMA teams (technical, country, and regional) whenever ICT specialty is required for the successful delivery of their projects.
- Provide support and actively engage in other Programme-related activities as deemed necessary by the Digital Trade Systems Director.

Corporate level mandatory responsibilities

Audit & Assurance Responsibilities: Apply highest standards of controls and risk management. Demonstrate sound judgment and timely escalation of risks. Understand and comply with relevant processes and controls. Identify, understand, and escalate risk events and take ownership of mitigating actions. Complete mandatory trainings on time.

Programmes and Outcomes Delivery Responsibilities: Ensure good practice project management throughout the project cycle management (PCM). Comply with project planning and reporting guidelines. Manage relationships and communicate project scope, timeline, budget, and risks. Understand funding sources and monitor project implementation. Ensure compliance with grant management procedures.

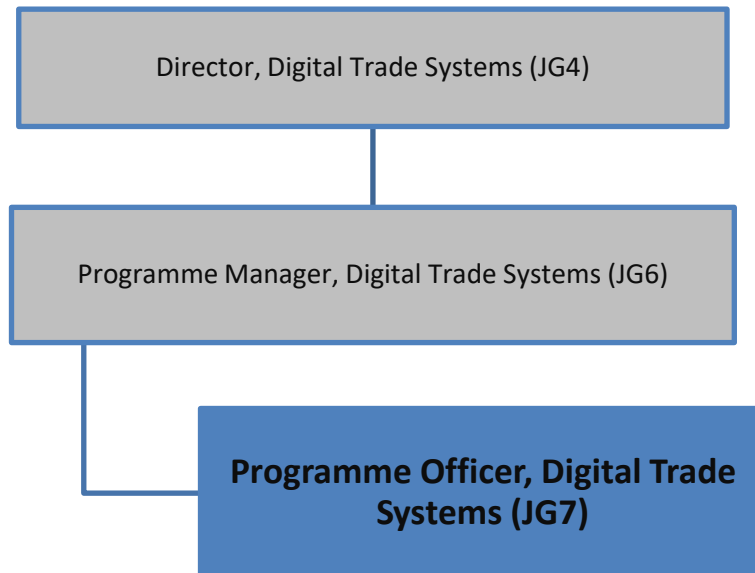
Gender and Inclusion Responsibilities: Implement minimum standards for reporting gender disaggregated data.

Results Responsibilities: Monitor project progress and use tools for evidence-based results. Contribute to the development/revision of tools and procedures for knowledge sharing and compliance. Ensure inclusion of gender-sensitive indicators. Participate in reflection, knowledge sharing, and document lessons learned.

Corporate Resources Responsibilities: Promote and adhere to TMA's core values and policies. Maintain zero tolerance for corruption and report any unethical behaviour. Adhere to safeguarding policies and report concerns. Perform any other assigned responsibilities.

Communications Responsibilities: Collaborate with the communication team to shape and monitoring communication plans aligned with TMA's strategy for the programme. Communicate programme progress and results to stakeholders. Collaborate with other teams in TMA to develop impactful external communications.

Organisational positioning



Academic and professional qualifications

An undergraduate degree in a relevant discipline such; Computer Science, Information Systems, Information Technology, Business Technology, Information Science, Informatics or closely related.

OR postgraduate degree in a relevant discipline such; Computer Science, Information Systems, Information Technology, Business Technology, Information Science, Informatics or closely related.

Work experience

- Undergraduate degree plus five years relevant experience or Postgraduate degree plus three years' relevant experience.
- At least 3 years' experience working in systems developments in a software development environment.
- At least 3 years' experience in designing and implementing complex digital solutions with a bias on software solutions involving teams and consultants.
- At least 3 years' experience at technical level as a software developer, business analyst or system digital technology solutions with a bias on software solutions.
- Possesses prior experience working on projects or assignments that heavily utilize emerging technologies, especially Artificial Intelligence, Advanced Data Science, and Distributed Ledger Technologies.
- Knowledge of trade facilitation agencies' business processes and understanding of information systems in use in Africa by major and minor transport and trade facilitation organizations is critical will be an added advantage.
- Project management skills and experience; proven ability to undertake complex ICT projects with multiple stakeholders and beneficiaries.
- Clear understanding and application of software development and/or management methodologies and lifecycle management using different approaches such as agile frameworks.



- Experience and skills in financial management, budgeting and forecasting, results management of ICT Projects will be an added advantage.

Additional skills

- Excellent people management skills.
- Ability to oversee and manage the implementation of plans.
- Ability to establish and maintain collaborative partnerships with government officials, civil society, and private sector organizations.
- Effective decision-making capabilities.
- Excellent communication and personal effectiveness skills.
- Problem solving and analytical skills.
- Excellent presentation, oral and written communication skills.
- Ability to work under minimum supervision.
- Innovative, creative and solution oriented.
- Mandatory proficiency in English; working knowledge of French is an advantage.

Additional/background information

The holder will be responsible for ICT innovations for the designated supporting Public and Private agencies. This will be achieved through developing Use Cases and identifying the most recent and appropriate technologies that will address the challenges or explore opportunities.

This position entails frequent travel across various regions of Africa, with a focus on engaging stakeholders. The role involves visiting multiple locations, immersing in different cultures, and actively participating in meaningful interactions. It requires adaptability, flexibility, and an understanding of diverse dynamics.

Sign off

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