

Job details	
Job title: Lead, New Frontiers (LNF)	Line Manager: Senior Lead, New Frontiers until December 2020 then Chief Executive Officer (CEO) Countersigning Quality Assuror: Chief Executive Officer (CEO) until December 2020 then Deputy Chief Operating Officer (COO)
Grade: Job Group 4	Direct reports: (Partial) <ul style="list-style-type: none"> Officer, Corporate Office (25% time) - Programme related Officer, Programme Delivery Unit (50% time) - Logistics
Department: CEO's Office	Location: Nairobi, with the possibility of relocation to one of TMEA's planned offices in the South

Job summary

The Lead, New Frontiers (LNF) will report to the Senior Lead, New Frontiers / CEO in designing new programmes in new countries of operations, known as 'New Frontiers'. Working closely with the part-time position of Senior Lead New Frontiers (SLNF), the position will push forward on the design and fundraising of substantial new programmes in Southern Africa: in the first instance in 2020 in Zambia and Mozambique - and upon mutual agreement and extension - in the second instance in 2021-22 in South Africa, SACU countries and Zimbabwe.

In carrying out the role, the LNF will work within the CEO's office and closely with the SNLF and DCOO, COO and the wider TMEA Senior Leadership and Management Teams (SLMT). Once new programmes are established and staff recruited, line management of these programmes will transfer to the COO and DCOO. The job holder will also support the SNLF and DCOO. The job holder will work with other SLT members to develop and sustain a high-performance culture where TMEA delivers results that demonstrate TMEA's expertise in trade and regional integration.

Roles and responsibilities

1. Programme Design & Initial Delivery in Southern Africa (55%)

(a) Overall

- Support on (and be held accountable for) development and delivery of coherent Southern Cluster operational strategy and allied budgeting, business planning, forecasting & expenditure reviews;
- Support the SLNF on engaging with the new DFID Regional Southern African Programme in terms of fundraising and design;
- Prepare quarterly relevant management reports for submission to the SNLF, CEO for Board and Council;
- Ensure robust country risk management frameworks are in place in Southern Cluster Countries and close coordination, harmonisation and strong integration between country approaches;
- Ensure full compliance with TMEA regulations across operations (1st Line of Defence);
- Support on coordination of Annual Reviews across Southern Cluster countries;
- Ensure a comprehensive dashboard of key programme KPIs is regularly monitored and managed across countries to ensure 90% + levels of performance attainment;
- Liaise with the CIO to ensure that portfolios and projects are regularly monitored through implementation of robust monitoring and evaluation mechanisms by all country programme teams;
- Liaise with CIO to ensure proactive communication of TMEA's results streams to stakeholders and partners; and
- Ensure programme teams have high-calibre financial management with 90% of disbursements/payments made in line with forecasts, and that TMEA manages its financial resources with minimal risk or incidence of fraud or misappropriation.

Job Description

(b) Zambia & Mozambique – priority countries to December 2020

- Support on development of final Zambia and Mozambique PARs outlining inputs, activities and outputs (with in-depth operational annexes) required to achieve TMEA’s strategy and business plan, for approval by NOCs, Board and Council and fast mobilisation;
- Support on fund raising and on-going Development Partners’ engagement on Zambia and Mozambique, working closely with the SNLF, CEO and DCOO especially on Zambia;
- Support development, establishment and initial ‘fast-track’ programming in Zambia (with the COO) and Mozambique;
- Assist in undertaking Southern Cluster validation workshops for Zambia and Mozambique post Project Appraisal Reports (PAR) approval and formation of initial NOC structures as initial implementation activities;
- Support on country office organisation and establishment, including recruitment and logistics in Zambia & Mozambique. Once country teams are recruited and in place, programmes will be handed over to the COO and or DCOO for oversight and management;
- Support establishment a sub-regional multi-country dialogue platform – with the Malawi Country Directory and DCOO - between TMEA and stakeholders (MDAs, Revenue Authorities, Standards etc) in the Southern Cluster, (including Tanzania, Mozambique, Zambia, Malawi and possibly Zimbabwe) and support the establishment of Nacala and Beira corridor authorities.

(c) South Africa, SACU and Zimbabwe (SSZ) Countries (priority countries thereafter)

- Scope and oversee the design of future southern Cluster programme development including further potential geographical expansion to South Africa, SACU and Zimbabwe (SSZ) with the SNLF and CEO;
- Support on development of SSZ country and sub-regional PARs outlining inputs, activities and outputs (with in-depth operational annexes) required to achieve TMEA’s strategy and business plan, for approval by NOCs, Board and Council and fast mobilisation;
- Support on SSZ fund raising and on-going Development Partners’ engagement, working closely with the SNLF, CEO and DCOO;
- Ensure programme implementation of key cross-cutting themes and strategies for gender, poverty, safeguards, extractives and climate change;
- Support on country office organisation and establishment, including recruitment and logistics in SSZ countries. Once country teams are recruited and in place, programmes will be handed over to the COO and or DCOO for oversight and management; and
- Support on establishing a sub-regional multi-country dialogue platform – with the SNLF, CEO & DCOO - between TMEA and stakeholders (MDAs, Revenue Authorities, Standards etc) in the SSZ Cluster across the Maputo, Trans-Kalahari, Southern North-South and Walvis Bay Corridors.

2. Political, stakeholder and diplomatic engagement across Areas 1 & 2 above (20%)

- Contribute to TMEA’s strategic political, stakeholder and diplomatic engagement in the Southern Cluster and hand-over countries;
- Highlight opportunities for increased funding and support production of funding proposals;
- Support co-ordination Southern Cluster (excluding Malawi) country-level political management with the SNLF, CEO and DCOO. This will include undertaking regular Ministerial level meetings with country-based stakeholders;
- Actively represent and promote TMEA’s work and profile and deputise in national and international public events and fora for the SNLF; and
- Provide strategic input and engage with stakeholders and partners on regional trade and integration involving EAC, COMESA, IGAD and SADC institutions and Partner States and development partners.

Job Description

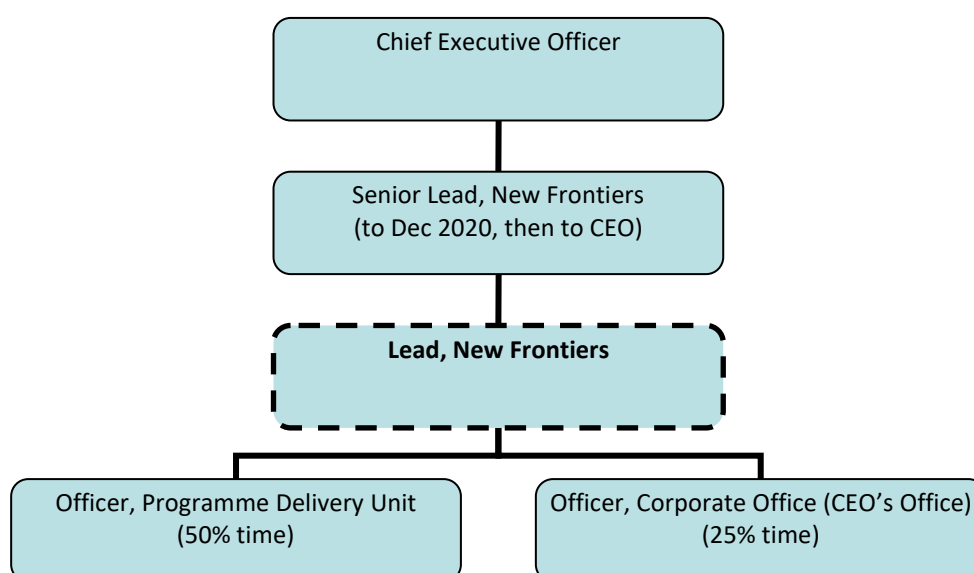
3. General & Team Management (15%)

- Support the SNLF, CEO and SLT on other priorities as agreed with the CEO;
- Periodic representational work in Africa and Europe as agreed with the SNLF, CEO;
- Support the CEO’s Office and team in production of AFCFTA programming and marketing incorporating Areas 1 and 2 above and potentially additional finance for unfunded programmes outside of the Southern Cluster and the Horn (DRC); and
- Provide excellent strategic inputs and management of direct reports in order to obtain the optimal performance from TMEA’s key assets, its staff.

4. Corporate responsibilities (10%)

- Contribute to knowledge generation and dissemination;
- Promote and adhere to TMEA’s core values and ensure compliance with organisational policies and procedures;
- 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;
- Maintain zero tolerance of bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMEA’s reputation;
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns; and
- Any other related responsibilities that may be assigned by the line manager from time to time.

Organisational positioning



Academic and professional qualifications

Undergraduate or Masters degree preferably in Business, Economics, Development Studies, International Trade, Planning, Finance or Management.

Work experience

- Undergraduate degree holders will have at least 12 years' relevant working experience, including five years of leadership and management experience. Postgraduate degree holders will require at least 10 years' relevant experience including five years of leadership and management experience.
- Minimum of ten years' experience in managing business units or development programmes, particularly in areas related to TMEA's core focus areas.
- Knowledge of TMEA at senior level, especially of TMEA systems and procedures.
- Demonstrable experience in establishing and maintaining strong collaborative partnerships/relationships with development partners, senior government officials (at Ministerial and Permanent Secretary levels), civil society and business organisations.
- Demonstrable knowledge, skills and experience in programme cycle management and programme delivery, political economy analysis, donor management and fundraising.
- Three years of senior level experience within East Africa or other developing economies are essential.

Additional skills

Essential:

- Strong strategy orientation and experience with the ability to communicate strategy and results concisely and simply. Ability to deliver plan and performance to budget.
- Excellent leadership and management skills, with demonstrable strong people management capabilities.
- Adept at working with diverse teams, delivering change and achieving results.
- Excellent diplomatic skills and the ability to establish and maintain strong collaborative partnerships/relationships with development partners, senior government officials, civil society and business organisations.
- Strong portfolio building and fundraising skills, with some private commercial investment experience.
- Sound technical knowledge of the African regional integration agenda and of the major multilateral and bilateral trade agreements which affect Eastern and Southern African (ESA) countries.
- Ability to influence others to achieve objectives and gain consensus and collaboration.
- Sound decision-making, judgement, problem solving, organisational and analytical skills.
- Strong command of English with excellent writing, speaking, presentation, and general communication skills.
- Excellent professional interpersonal and personal effectiveness skills, with the ability to interact effectively in a multicultural, multilingual environment with colleagues, partners and donors at all levels;
- Collaborative and team-oriented management approach and co-working approach.
- Strong computer literacy with proficiency in MS Office applications.

Desirable:

- Knowledge and practice in the areas of financial management, grant management or risk assessment in a development organisation.
- Language skills in Kiswahili, Portuguese and French are an added advantage.

Sign-off

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