

**Terms of Reference for
Programme Manager**

For Africa: Kenya, Tanzania & Uganda

[Thomson Media](#) based in Berlin, Germany, seeks to engage a Programme Manager for design and implement activities and grants program for African Iteration in the **Advancing Global Innovation and Learning Effectively to Build Resilience in Independent Media (AGILE)** project. The initiative is funded by the **European Union** and implemented by a consortium led by the **Internews Europe** along with co-applicants **ARTICLE 19, Fojo Media Institute/Linnaeus University, Thomson Media gGmbH** and **Transtélé Canal France International**.

OVERVIEW

We are seeking experienced professionals with a strong background in media and a deep understanding of the media landscape to join Thomson Media on a temporary consultancy basis from *April 2026 to April 2027*. This role will involve actively contributing to three key phases of the project, during which your expertise will be crucial in shaping our stakeholder engagement, media strategies and grants distribution.

BACKGROUND

This role is part of **AGILE Workstream 3: Sustainable Business Models**, which includes the *Resilience Incubator, Strategic Adaptability Support, and Innovation Grants* aimed at strengthening independent media in South and Central America, East Africa, Southeast and Central Asia. The second iteration of the Resilience Incubator and the following activities will be conducted in **Africa: in Kenya, Tanzania and Uganda**.

KEY RESPONSIBILITIES

- Lead the design, implementation, and optimisation of project management systems aligned with organisational goals.
- Selects and onboards Country Coordinators, ensuring compliant and effective local project delivery in line with Thomson Media and EU requirement.
- Provide line management to Country coordinators and project team members, including training, feedback, performance monitoring, and issue resolution.
- Oversee project resource planning and deployment to ensure timelines, quality standards, efficiency, and impact are achieved.
- Manage and negotiate project budgets; track expenditure against targets and ensure optimal allocation of staff, contractors, and equipment.
- Support finance teams in preparing financial reports and audits, ensuring compliance with donor reporting schedules.
- Maintain and improve operational frameworks and workflows, including logistics, payments, resource allocation, and data archiving.
- Provide guidance on project management, compliance, procurement, and backstopping procedures in cooperation with administrative teams.

- Foster collaboration across finance, administrative, and project support teams to ensure accurate documentation and smooth project transitions.
- Participate in organisational meetings, oversee project performance metrics, and ensure compliance with project and operational requirements.
- Prepare quarterly narrative reports.
- Document and highlight success stories, providing insights into the impact of the program and communicating these to key stakeholders.

KEY REQUIREMENTS:

- Extensive experience in programme management, grant administration, financial oversight, and compliance with donor regulations, preferably in media or development projects, at least five years.
- Experience in setting up teams, managing activities end-to-end, donor reporting, recruitment, monitoring and evaluation, and impact assessment.
- Strong problem-solving skills with a proactive, solution-oriented approach.
- Strong understanding of journalism/media industries (highly beneficial).
- Excellent organisational and team management skills.
- Ability to coordinate, communicate, and collaborate effectively with diverse stakeholders across cultures and time zones.
- Financial acumen, including budget development and financial management experience.
- Excellent English (speaking and writing); fluency in Swahili is an advantage.
- Knowledge of independent media challenges, media sustainability, and general media landscape in African region (highly beneficial)
- A university degree in journalism, communication, international relations, or a related field is preferred.

LOCATION

The second iteration of Resilience Incubator covers 3 countries:

- Kenya
- Tanzania
- Uganda

Most of the work can be performed remotely, in country presence can be required for international and local events.

TIMEFRAME

The overall contract duration is from **April 2026 to April 2027**.

APPLICATION

To apply, please send your CV along with your offer and a brief introduction explaining why you believe you are a strong fit for this position to **jobs[at]thomsonfoundation[dot]org** by **27 April 2026**. In the subject email indicate: AGILE Programme Manager.