



SENIOR ADMINISTRATOR, CONTRACTING AND SECURITY MANAGEMENT

GATSBY AFRICA – LONDON OFFICE

Status: 12-15 month maternity cover

Closing date: 2nd July 2017

Are you an experienced Senior Administrator that has managed international consultancy contracts plus safety and security systems for travel and operations in high-risk countries? Would you like to work for a dynamic foundation involved in innovative economic development efforts to benefit millions of people in East Africa?

David Sainsbury set up the Gatsby Charitable Foundation in 1967 to support causes in areas he is passionate about, including science and economic development. Gatsby has worked in Africa since 1985, with the ultimate aim of creating jobs and raising incomes to reduce poverty.

We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors, such as cotton in Tanzania. We build and support local organisations dedicated to sector transformation. We also aim to share what we have learned with others.

A UK-based team of around 20 staff support large operational teams in Kenya and Tanzania. The working environment is friendly, but dynamic and driven, with a determination to achieve results.

The Senior Administrator plays an important role in managing and supporting the continual development of Gatsby's operational systems – notably on safety and security, contracting consultants, operational policies and procedures, information management, staff and consultant management, travel and administration. For a high calibre person, this should be a rewarding position with the opportunity to make a real impact in a friendly, high-performance environment.

The role will suit an experienced, high-quality professional with a successful track record of operating in high-performance teams. Specific experience should include:

- Managing safety and security systems in relation to travel and operations in developing and sometimes high-risk countries
- Supporting contract management systems and assessing associated risks for the organisation
- Maintaining systems and processes, while proactively identifying ways to improve them

This role will suit a mature, open, flexible person with excellent written, verbal and interpersonal skills. S/he will be highly detail-focused with strong organisation and time-management skills, a proven record, and ability to meet deadlines under pressure, including managing/ prioritising multiple areas of work for different team-members in a fast paced and often fast changing environment. This is a 12-15 month maternity leave cover from 1st September 2017. Gatsby will pay a competitive salary based on skills and experience.

For more information and instructions on how to apply, please download the Candidate Pack.

Applications are welcome until the deadline of 2nd July 2017 (by midnight GMT).