



GATSBY  
AFRICA

# GATSBY AFRICA

## LONDON OFFICE

SENIOR ADMINISTRATOR, CONTRACTING AND  
SECURITY MANAGEMENT

CANDIDATE PACK - JUNE 2017

## GATSBY, OUR WORK IN AFRICA & THIS ROLE

In 1967 David Sainsbury set up the Gatsby Charitable Foundation. David (now Lord Sainsbury of Turville) has since given Gatsby more than £1 billion to distribute to charitable causes in a variety of fields, including neuroscience, plant science and public policy. These reflect David Sainsbury's areas of interest and draw from his professional experience. More information can be found on our website: [www.gatsby.org.uk](http://www.gatsby.org.uk)

Gatsby Africa is an English charitable company limited by guarantee, established to implement the Gatsby Charitable Foundation's Africa programmes. Gatsby Africa has registered branch offices in Kenya and Tanzania to enable its operations there.

### Gatsby's work in Africa

Gatsby has funded and implemented programmes in Africa since 1985. Our mission is to accelerate inclusive and resilient economic growth in East Africa by demonstrating how key sectors - such as cotton in Tanzania - can be transformed.

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

Our programmes include:

- **Tanzanian Cotton:** Establishing the necessary institutional arrangements and supportive markets to ensure more than 350,000 farmers can access the quality inputs and training they need to improve agronomy, increase yields and raise quality.
- **Tanzanian Textiles:** Facilitating the development of the required infrastructure, business environment and skills to encourage increased domestic and foreign investment in the sector so as to dramatically increase value addition while creating thousands of jobs.
- **Tanzanian Forestry:** Increasing the supply of higher-value wood products and energy from sustainable sources by supporting applied research and service delivery, while promoting smallholders' profitable participation in the sector.
- **Kenyan Forestry:** Establishing a programme to partner with stakeholders to help close the wood supply gap by catalysing increases in productivity, innovation and quality, while securing the sustainable supply of commercial services and collaborative research.
- **Tanzanian Tea:** Partnering with The Wood Foundation to increase productivity, quality and farmer returns by engaging factories and regulators, and facilitating major foreign investment by setting-up a farmer service company to ensure reliable green-leaf supplies.
- **Rwandan Tea:** Partnering with The Wood Foundation to trial new ownership structures and methods of service delivery - including via the purchase of two factories on behalf of smallholders - with the aim of increasing productivity, quality and farmer returns.

We have also developed and continue to support two independent organisations dedicated to sector transformation and governed, managed and staffed by local people: Kenya Markets Trust and Msingi. Kenya Markets Trust runs programmes in the Kenyan water, seed, inputs, dairy and livestock sectors. Msingi is a new, long-term, regional organisation with a stronger focus on technology transfer and the ability to support and invest in firms strategic to the development of high-potential industries, such as aquaculture.

## This role

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

The Senior Administrator plays an important role in managing and supporting the continual development of our operational systems, notably on security, contracting, travel and administration. For a high calibre person, this should be a rewarding position with the opportunity to make a real impact within a friendly, high-performance environment.

## Further information

**Job Title:** Senior Administrator, Contracting and Security Management (Maternity Cover)

**Reports To:** Operations Director

**Direct Reports:** Administrator

**Location:** London, with potential for some limited travel to East Africa

**Status:** 12-15 month maternity leave cover from 1<sup>st</sup> September 2017

**Salary and Benefits:** Gatsby will pay a competitive salary based on skills and experience

# SENIOR ADMINISTRATOR, CONTRACTING AND SECURITY MANAGEMENT (MATERNITY COVER) – JOB DESCRIPTION

## RESPONSIBILITIES:

### **Safety & Security**

- As delegated by the Operations Director, lead on specific safety and security activities to support the delivery of Gatsby Africa's safety and security framework. In particular:

#### *For all locations:*

- Manage global security service providers and maintain network with peers
- Coordinate global security training (routine and adhoc)
- Coordinate intranet/communications regarding security
- Participate in global crisis management as delegated by the Operations Director
- Consolidate incident reporting for all GA

#### *For London:*

- Act as the Senior Staff Person for the London team, ensuring all relevant security procedures are implemented (liaising with the Senior PA and Administrator on safety and security arrangements related to international travel)
- Provide support and coordination in the event of an incident e.g. liaising with insurers

### **Contracting Consultants**

- As delegated by the Operations Director, oversee the effective administration of GA's contract management systems:

#### *For all locations:*

- Assist in the development and review of contract management processes for all GA locations
- Monitor adherence to GA contract templates and processes, including any decentralised contracting carried out in GA's Kenya and Tanzania branches
- Maintain an up to date listing of all live GA contracts and review on a monthly basis in collaboration with the Operations Director
- Liaise with GA's legal advisers as needed

#### *For London:*

- Implement GA's contract management process including drafting of all consultancy and service contracts, management of templates etc.
- Review any insurance and/or safety and security concerns as part of contract review process and advise staff members/consultants accordingly

### **Operational systems**

- Support the development and review of GA operational policies and procedures
- Monitor implementation of relevant operational policies and procedures
- Brief new staff and consultants on relevant GA (and SFCT) policies and procedures
- Assist in preparing operational performance monitoring reports to the Operations Director and Senior Management Team

### **Administration (travel, finance and general)**

- Oversee the effective functioning of administration for the London team
- Provide cover on administration support to the London team when required

### **Information Management**

- Assist in the development and implementation of GA operations file management structures
- Coordinate with IT and staff leading on Knowledge Management to ensure operational information is appropriately stored and available for staff

## PERSON SPECIFICATION:

This role will suit an experience, high quality professional with a proven track record of operating in high-performance teams.

### Experience

*A proven track record of:*

- Engaging with teams operating across a number of different countries
- Line managing direct reports
- Building and maintaining relationships within a team, operating partners and external consultants
- 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
- Managing filing systems and supporting the knowledge management of teams operating across multiple locations
- Maintaining systems and processes, whilst also pro-actively identifying ways to improve existing ways of working as needed
- Understanding and responding to differing needs and priorities from internal and external stakeholders

### Skills

- A highly detail-focused person – whether relating to drafting contracts, reviewing written documents, action plans, filing, etc.
- Excellent written and verbal communication skills
- Demonstrable interpersonal skills, with an ability to build rapport with a range of internal and external stakeholders, and display credibility and gravitas to influence them
- Strong organisation and time-management skills, with a proven record and ability to meet deadlines under pressure, including managing/ prioritising multiple areas of work for different teams members in a fast paced and often fast changing environment
- Excellent project / task management skills, with the ability to plan work and meet deadlines whilst also demonstrating an ability to learn and adapt plans based on feedback and experience
- Sound judgement when it comes to working with others, including when to escalate matters to those more senior in the team
- Strong Microsoft office skills and an ability to rapidly learn other software/ databases

## Personal

- Maintains high performance and demonstrates resilience when operating in a fast-paced environment
- Enjoys working as part of a team located in multiple geographies. Some experience of East Africa would be an advantage
- An experienced professional who consistently demonstrates a measured mature approach
- Demonstrates an openness to feedback and personal development
- Comfortable with some routine functions balanced with some more demanding requirements
- Availability to travel to East Africa (estimated rarely: 0% - 10% of time)
- Ability to be flexible about working hours on occasion
- This position is ideal for someone who is personable, well-mannered and considerate
- Someone who shows integrity, discretion and professionalism as well as empathy with Gatsby's mission and values
- Candidates must have the existing right to work in the UK

## VALUES

Gatsby Africa has developed a set of core values that will be used to assess a candidate's fit with the organisation and provide the basis for the culture that we aspire to use in our operations. Our staff are:

- **Ambitious** - Showing determination to deliver long-term and large-scale outcomes for others, and to achieve our own potential.
- **Collaborative** - Working together to develop strong relationships with diverse stakeholders, while understanding others' needs and enhancing their capabilities to drive change.
- **Thoughtful** - Reflecting on evidence and learning from our activities and those of others to design, adapt and improve our work.
- **Pragmatic** - Recognising the motivations of others and the realities of facilitation, seeking opportunities to build momentum for change, and communicating carefully.
- **Honest** - Playing a trusted role as an honest broker for change, being open to learn from others, and admitting our challenges.

*Gatsby Africa is an equal opportunity employer.*

## HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply, please complete **Oxford HR's online form** at <http://oxfordhr.co.uk/job/senior-administrator-contracting-and-security-management-maternity-cover> and submit the following information:

- An up-to-date curriculum vitae/resume (of no more than 2-3 pages)
- A detailed statement (of no more than 2 pages) explaining why you are interested in this post with Gatsby Africa and how your skills and experience make you a good fit for the role. (We suggest you look at “Advice for Candidates” on the Oxford HR website for hints on how to write a successful statement.)

The documents should be saved in Word in the following format: Your First Name, Your Last Name, Document Name, and Date (yymm) e.g.:

- Pat-Jones-CV-1608
- Pat-Jones-OxHR-1608
- Pat-Jones-Statement-1608

The above information should be addressed to Karen Twining and Jamie Philips of Oxford HR Consultants and uploaded with the online form. If you have specific questions about the post, please contact the Oxford HR team by email on [gatsby@oxfordhr.co.uk](mailto:gatsby@oxfordhr.co.uk).

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

Oxford HR will inform candidates of their status once Gatsby has agreed a shortlist of candidates. These candidates will be invited to participate in interviews at the Gatsby offices in London which will take place on 19th or 20th July 2017.

Equality and diversity are core to Gatsby Africa. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

The Oxford HR Online Form provides us with the key information we will need to take your application through to interview. This form includes Oxford HR's Equal Opportunities Monitoring Form. You are under no obligation to complete this. Any information you do provide will only be used in accordance with the Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.





# GATSBY AFRICA

Gatsby Africa is an English charitable company limited by guarantee, established to implement the Gatsby Charitable Foundation's Africa Programmes.

The Peak, 5 Wilton Road, London SW1V 1AP

Registered company number: 09360833

Registered charity number: 1168223