



GATSBY  
AFRICA

# CONTRACTS MANAGER GATSBY AFRICA

CANDIDATE PACK

JUNE 2018

*Opportunity to drive and coordinate continuous improvement in the contracting processes of an organisation working across East Africa to bring about transformational change to benefit millions of people.*

## CONTEXT

In 1967 David Sainsbury set up the Gatsby Charitable Foundation. Lord Sainsbury 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 his areas of interest and draw from his professional experience.

Gatsby Africa (GA) is an English charitable company limited by guarantee, established to implement the foundation's programmes in Africa, with branch offices in Nairobi and Dar es Salaam.

## 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 propel increased domestic and foreign investment in the sector, dramatically increase value addition and exports, while creating tens of thousands of jobs.
- **Tanzanian Forestry:** Building a vibrant commercial forestry sector through support for applied research and service delivery which is increasing wood production, industrial wood processing and distribution, targeting higher tree grower incomes and creating jobs.
- **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 in the region, and governed, managed and staffed by East Africans: Kenya Markets Trust (which runs programmes in three key Kenyan sectors), and the regional industry development organisation Msingi.

## THIS ROLE

### OUTLINE

The scale and complexity of GA's work has increased considerably in recent years resulting in a recent review of our contract management systems. This has identified a need for a new role of Contracts Manager who will bring important expertise into GA to support the implementation of these systems. The Contracts Manager will be part of the Operations team helping to manage the risks to GA and our stakeholders arising from our relationships with programme partners and service providers.

The role will work closely with our senior programme and operational staff (based in the UK and East Africa) to develop documentation to govern contractual arrangements – ensuring compliance with organisational systems, policies and procedures; and liaising with GA's external legal advisers both in the UK and East Africa.

The Contracts Manager will drive and coordinate continuous improvement in our contracting processes, bringing in-house legal expertise to bear on our capacity to manage contractual risks and legal compliance. In addition to demonstrating high quality contract drafting skills, they will mentor and support senior staff in London and East Africa to enhance their capacity in developing and managing collaborations with external partners and service providers. While the development and management of these collaborations rest with the respective programme and operational staff, the Contracts Manager will be responsible for the quality of documentation addressing the relationships, and the efficient coordination of its completion. They will also monitor contract progress and compliance.

Gatsby Africa has a long-term outlook and flexible approach. This gives our staff significant scope for innovation, creativity and the use of a range of different partnerships, financial tools and intervention strategies, which should lead to a high degree of variety in the work of the Contracts Manager. For a high-calibre person this should be an exciting and rewarding position, with the opportunity to develop new thinking and make a real impact.

The role will be based in London and there may be opportunity for occasional travel to the region.

### TERMS AND REMUNERATION

The present workload requires a part-time position at the level of two days a week.

The salary will be competitive and negotiable dependent on experience. We also offer a generous benefits package.

## JOB DESCRIPTION

Job title:	Contracts Manager (Part-Time)
Reports to:	Operations Director
Location:	London (with potential occasional travel to Kenya and Tanzania)

## KEY ROLE RESPONSIBILITIES

### 1) CONTRACTS FOR SERVICES

- a) Overall quality assurance across GA with respect to the preparation of appropriate contracts for the procurement of both consulting and non-consulting services, adequately addressing GA's commercial risks;
- b) Provision of support to the relevant staff in each office in their use of standard templates for straightforward contracts;
- c) Advice, direction and drafting support for those staff in respect of non-standard terms or more complex contracts;
- d) Guidance to staff in their handling of contract queries raised by prospective service providers; and,
- e) Escalation of complex drafting issues to the Operations Director and external legal advisers as necessary.

### 2) COLLABORATION ARRANGEMENTS

- a) Quality assurance with regard to the documentation governing GA's arrangements with programme or institutional partners including funding agreements, memoranda of understanding, collaboration agreements, non-reliance and hold-harmless letters and reciprocal confidentiality agreements;
- b) Active participation in early risk assessments of proposed collaborations;
- c) Development of high quality first drafts of appropriate documentation, with inputs from the relevant GA programme or operational staff, ensuring that GA's risks are adequately covered; and,
- d) Efficient coordination of senior GA management and external legal inputs, as necessary, to ensure timely completion of the documentation.

### 3) MONITORING AND REPORTING

- a) Maintain a central database to capture key information on contracts and collaboration agreements across all GA operations for monitoring purposes;
- b) Inform GA's risk management processes, highlighting contractual risk matters, identifying mitigating controls, and escalating matters as needed; and,
- c) Provision of regular status reports to the Operations Director on GA's performance in handling its contracting needs.

#### 4) TEAM DEVELOPMENT

- a) Provision of coaching and mentoring support to staff involved in the development of contracts and collaboration arrangements to improve their capacity in handling contractual risk; and,
- b) Act as a source of technical expertise and ensure advice is cascaded in appropriate formats.

#### 5) EXTERNAL RELATIONSHIPS

- a) Principal responsibility for the development and maintenance of effective working relationships between GA and its external legal advisers in London, Nairobi and Dar es Salaam on all consultancy contracts and collaboration arrangements.

#### 6) OTHER MATTERS

- a) Development of tools and processes, as necessary, to enhance the effectiveness of GA's contracting systems;
- b) Participation periodically in relevant office or organisation-wide projects as required; and,
- c) Demonstration of an ethic of transparency in all aspects of work.

### PERSON SPECIFICATION

#### QUALIFICATIONS & EXPERIENCE

- Degree or similar qualification.
- Legally qualified or substantial experience in drafting contracts for procuring consultancy and non-consultancy contracts.
- Substantial relevant professional experience in handling the development and monitoring of a variety of contractual arrangements.
- Knowledge of English contract law and other applicable legislative requirements for an English company and registered Charity with international branches.
- An understanding of developing contracting and collaboration agreements in both the private and not-for-profit sectors and in an organisation with three operating locations.
- Experience of being an effective coach and mentor in developing others' capacity.
- A proven track record of working at a senior level as a business partner.

#### PERSONAL SKILLS

- Extremely organised. Able to structure work flow in an orderly manner and prioritise tasks in a dynamic and demanding work environment.
- Ability to develop effective working relationships with staff at a distance, with tact, flexibility and good humour.
- Ability to show empathy for the objectives and needs of programme teams and other stakeholders.

- Deadline orientated and multi-tasker. Able to handle multiple assignments and deliver on time on all tasks.
- Rigorous attention to detail. Committed to achieving the highest quality in all aspects of the role.
- Team player. Ability to work well within a team and to develop strong and effective working relationships internally and externally.
- Excellent communication - both written and oral - with the ability to communicate clearly, accurately and sensitively.
- Self-starter. Able to identify what needs to be done and take the initiative, without waiting to be told.

## OTHER

- Computer literacy and proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint.
- Knowledge of the operating context in East Africa would be an advantage.

## VALUES

We have developed a set of core values that will be used to assess a candidate's fit with the organisation. Our staff are:

- **Ambitious** – Showing determination to deliver long-term and large-scale impact 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

Please submit an up-to-date curriculum vitae/resume (of no more than 2-3 pages) in MS Word, and a statement outlining your interest and motivation, and how your skills and experience fit the role requirements and person specification.

Please send your completed application by email to [recruitment@gatsbyafrica.org.uk](mailto:recruitment@gatsbyafrica.org.uk)

The closing date for applications is **3rd August 2018**.

Candidates must have the existing right to work in the UK.

Shortlisted candidates will be contacted by Wednesday 15th August 2018 with interviews taking place in London on Monday 20th August 2018. If for some reason you would be unable to participate on those dates, please mention this in your email.



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AFRICA

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

Grosvenor House, 14 Riverside  
Drive, Nairobi, Kenya

Branch registration number:  
CF/2015/185025

The Peak, 5 Wilton Road  
London SW1V 1AP

Registered company number: 09360833  
Registered charity number: 1168223

PPF House, Samora Avenue, PO  
Box 8695, Dar es Salaam, Tanzania

Branch registration number:  
130926