



GATSBY

Gatsby Africa Regional Security Manager Job Description

Job Title	Regional Security Manager
Reporting to	Gatsby Africa Operations Director
Department	Gatsby Africa Team
Location	Nairobi, Kenya with significant travel in the East Africa region and occasional visits to London

About the Gatsby Charitable Foundation

In 1967 David Sainsbury (now Lord Sainsbury of Turville) set up the Gatsby Charitable Foundation. He has since given Gatsby more than £1 billion to distribute to charitable causes.

Gatsby is currently active in six focus areas:

- Plant science research
- Neuroscience research
- Science and engineering education
- Economic development in Africa
- Public policy research and advice
- The Arts

Gatsby's Work in Africa

Gatsby's vision is to accelerate sustainable and inclusive economic growth in East Africa. It plans to achieve this by demonstrating innovative and ambitious approaches to transforming sectors, and building greater intent and capacity across the region to drive inclusive, sustainable growth.

We fund and implement programmes whilst also synthesising and sharing lessons from our own activities and those of others. Through this we aim to test, refine and prove models for sector transformation, allowing others to confidently adopt them at scale in different contexts. Ultimately this will contribute to the increased growth and competitiveness of key sectors, creating jobs and raising incomes for poor people across East Africa.

Gatsby mainly works in agricultural sectors due to its long history in African agricultural research and because these often have the greatest impact on the poor – 70-80% of Africa's population depend on agriculture for their livelihoods. We are currently working in the Tanzanian cotton and textiles sectors, the tea sectors in Tanzania and Rwanda, and forestry sectors across East Africa. We also support Kenya

Markets Trust to run sector programmes in the country, including in the dairy, water, agricultural inputs, seed and livestock sectors.

Gatsby implements its programmes in Kenya through Gatsby Africa, a UK company with a registered branch in Kenya. The Regional Security Manager would be employed by Gatsby Africa Kenya branch.

This role

The Regional Security Manager will champion safety and security across Gatsby's Africa portfolio, providing central oversight and coordination on all safety and security matters. He/she will ensure that adequate safety and security arrangements are in place at all times at both HQ and within its programmes and oversee compliance with policies and procedures.

Reporting to the Africa Operations Director based in London, the Regional Security Manager will work closely with other staff members with delegated security management responsibilities across the East Africa region as well as with external service providers, including Gatsby's current security advisors, International Location Safety (ILS)

Key Responsibilities

Gatsby Africa's safety and security framework

- Finalise the establishment of Gatsby's safety & security framework to enable implementation across the portfolio
- Ensure Gatsby's safety and security policies and procedures are well communicated to all staff and other travelers
- Agree structures to provide clarity on reporting and responsibilities within each programme, country and with HQ
- Ensure staff with security management responsibilities are adequately prepared and trained for their roles and that relevant responsibilities are included in their job descriptions
- Develop and manage relationships with all external support service providers (information, training, insurance, emergency response etc)
- Regularly review and update Gatsby's safety and security policy and associated procedures

Safety and security management and compliance

- Be the central HQ point of contact for all safety and security issues
- Oversee safety and security for all Gatsby HQ staff, consultants and visitors travelling across the region
- Provide security inductions and support to new and existing HQ staff and consultants, including staff and dependents relocating to the East Africa region
- Develop and maintain local and regional information networks on safety and security
- Monitor and manage up to date credible security information across East Africa to inform advice to staff and response to threats
- Prepare and update local/country threat assessments and share with programmes
- Coordinate safety and security training across the portfolio – identifying and liaising with relevant providers
- Maintain accurate and up to date safety and security records including training logs, incident logs, personal details forms, insurance information
- Be the dedicated regional focal point for any incident management, coordinating the response and liaising with various stakeholders including GCF senior staff, family members and insurers
- Provide support to Gatsby programmes to ensure their safety and security plans are up to date and undertake audits of these on an adhoc basis (at least annually)

- Prepare and present reports on safety and security to Gatsby senior management and Trustees as requested

Qualifications and experience

- Expertise and relevant qualifications in security management, including a clear understanding of standards relating to security
- Previous experience as a safety and security advisor / manager to an international organisation with experience of managing security in the development sector
- Significant experience and understanding of East Africa and associated safety and security aspects in those countries
- Experience of working in remote and insecure environments
- Good security networks in East Africa, with the ability to develop and maintain relationships with external security providers and sources of information
- A firm understanding of the concept of duty of care and how this would be implemented appropriately within the context of Gatsby operations. Demonstrable experience coordinating with country authorities and other stakeholders on security management, including emergency response
- Proven experience of managing critical incidents / crises
- Experience of working on cross-organisational initiatives, coordinating with colleagues across diverse disciplines, cultures and teams
- Ability to actively support team members and colleagues and facilitate their engagement and compliance with policies and procedures.
- Strong verbal and written communication skills with the ability to formulate and communicate analysis of a changing security environment
- Well organised with strong administration skills
- Fluent Kiswahili and other local languages.

Personal attributes

- Leads on the development of an organisational response based on an understanding of the context
- Achieves results effectively and efficiently
- Demonstrates flexibility to adapt plans based on internal and external contexts and make decisions in rapidly changing environments
- Makes changes to improve performance as a result of information received
- Creates measures and metrics to track performance
- Maintains and develops collaborative relationships
- Establishes clear objectives with teams and individuals, and monitors progress and performance
- Uses negotiation and conflict resolution skills to support positive outcomes
- Able to conduct robust context, threat and risk assessments, and employ risk appropriate motivations
- Operates in a safe and secure manner at all times, taking appropriate, coordinated and consistent action to handle situations of personal risk and risk for others
- Able to manage pressure and changing environments and identify and support others with lower resilience in these circumstances
- Demonstrates managerial courage by confronting difficult situations, seeking resolution and championing ideas
- Approachable, authoritative, with excellent listening and influencing skills.

Terms and Conditions:

Competitive salary and benefits

This is a two year fixed term contract, which will be reviewed after two years.

Application Instructions:

To apply for this post, please go to www.oxfordhr.co.uk/jobs, complete the online application form for the post, and submit the following information, preferably in MS Word:

- An up-to-date curriculum vitae (of no more than 2-3 sides of A4)
- A detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable.

(Please look at “Advice for Candidates” on the Oxford HR website for hints on how to write a successful CV and statement).

Applications are welcome until the deadline of Sunday 21st June 2015 (at midnight GMT)

Interviews will take place in Nairobi in the week commencing 13th July 2015. Oxford HR will acknowledge all applications and inform candidates about the outcome of their application.