We are looking for a People Director to join our Senior Management Team reporting directly to the Executive Director. This is a great opportunity to shape and execute our HR strategy in support of our overall business plan and strategic direction. This leader will play a crucial role in helping to inspire and motivate our teams, shape our culture and provide leadership on organisational design.

CONTRIBUTE TO CHANGE THAT WILL BENEFIT MILLIONS OF EAST AFRICANS

OPPORTUNITY TO BRING EXCELLENT LEADERSHIP AND STRATEGIC HR EXPERTISE TO GATSBY AFRICA’S PEOPLE FUNCTION

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In 1967 David Sainsbury wrote out a cheque for five pounds to establish the Gatsby Charitable Foundation. Lord Sainsbury has since given the Foundation more than £1 billion to distribute to charitable causes in fields he is passionate about, including neuroscience, plant science and public policy. More information can be found at www.gatsby.org.uk.

Gatsby Africa is the charitable company set-up to implement the Foundation’s programmes in Africa. Our focus is on delivering stronger economies that can provide jobs, enhance people’s livelihoods and change lives. We have a long history of engaging in East Africa across government, business and society and our footprint spans 11 sectors. Our 160+ staff work across five offices in three countries (Kenya, Tanzania, London).
Our mission is to accelerate inclusive and resilient economic growth in East Africa by demonstrating how key sectors can be transformed. Whilst economies in East Africa have enjoyed high growth for more than a decade, the benefits of that growth have not been shared widely. With millions of young people joining the labour market each year and climate change adding further pressures, East Africa urgently needs economic transformation – growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways out of poverty.

We aim to support this by demonstrating how high-potential sectors can be transformed to benefit more people for the long-term. We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors. We also share what we are learning with others - such as governments and donors - who share our goals.

Together with our partners Msingi and Kenya Markets Trust our combined portfolio spans eleven programmes across four countries in East Africa:

- **Tanzanian Cotton & Textiles**: Rapidly creating tens of thousands of textiles jobs while ensuring more than 500,000 cotton farmers can access the quality inputs and training they need to improve agronomy, increase yields and raise quality.
- **Tanzanian Forestry**: Building a vibrant commercial forestry sector that underpins downstream wood and energy industries and delivers widespread economic, social, and environmental benefits to Tanzanian citizens.
- **Kenyan Forestry**: Introducing innovative technologies and models to transform Kenya’s commercial forestry sector, protect the environment and benefit millions of Kenyan citizens.
- **Kenyan Agricultural Inputs**: Improving the livelihoods of smallholder farmers in Kenya by creating equitable and affordable access, availability and information to high-quality agricultural inputs, extension services and good agricultural practices.
- **Kenyan Livestock Sector**: Transforming Kenya into a leading global player with a modern, efficient, and climate-smart livestock sector that sustainably improves livelihoods for millions of pastoralists.
- **Kenyan Water Services Delivery**: Building efficient and climate-resilient water services that ensure affordable and accessible safe, drinking water for the most vulnerable populations.
- **Tanzanian Tea**: Triggering domestic and foreign investment by building partnerships and demonstrating innovative models that boost the profits of farmers and factories and see benefits shared more equitably.
- **Rwandan Tea**: Trialling new ownership structures and methods of supporting farmers to allow the sector to fulfil its world-class potential, while ensuring smallholders benefit from its growth.
- **Regional Textiles and Apparel**: Developing a resilient, inclusive, environmentally and socially sound Textile and Apparel value chain in East Africa contributing to the creation of 150,000 jobs.
- **Regional Aquaculture Program**: Helping the regional aquaculture industry grow by around 15 times by 2030.
JOB DESCRIPTION

Job Title: People Director

Reports To: Executive Director

Direct Reports: Regional HR Manager (based in Dar-es-Salaam) and HR & Operations Manager (based in London). Functional dotted line reporting from HR Business Partners in Nairobi, Dar-es Salaam and Iringa.

Location: Nairobi preferred, with Dar-es-Salaam or London considered for exceptional candidates. Significant travel (15-30%)

Salary: Starting at £92,150 (UK) / $120,000 (Kenya/Tanzania)

Benefits: Non-contributory pension scheme, Private health cover, Life insurance, Education and Housing Allowance for candidates based in East Africa. Excellent development opportunities and employee wellbeing support.
JOB SUMMARY

Reporting to the Executive Director, the People Director will provide strategic HR leadership across Gatsby Africa (GA) and the entities we work with and through. Using your excellent strategic skills you will think long-term to design GA’s people strategy and be able to translate vision into operational objectives.

You will develop a solid understanding of GA’s strategy and approach, the contexts in which we operate and our dynamic portfolio of programmes and institutions delivering our work. From this you will lead on the design and implementation of effective approaches to talent management, workforce planning and people development that reflect GA’s unique needs. Using your strong interpersonal and influencing skills the People Director will build and sustain relationships with both staff and external organisations.

The People Director will oversee the HR function delivering on both cross-portfolio strategic initiatives as well as day to day HR business partnering in a multi-functional and matrix environment. You will draw on latest thinking and best practice whilst also ensuring relevant compliance requirements are met. With strong people engagement skills, the People Director will listen effectively to organisational and staff needs and embrace and implement new approaches and ideas.

The People Director will play a crucial role as part of GA’s Senior Management Team (SMT), helping to shape our culture and role-model our values. You will lead and support significant organisational development and change processes, showcasing an ability to pull people together and motivate and inspire staff in pursuit of common goals. As well as leading on safeguarding at GA, the People Director will champion and track progress on GA’s approach to Diversity, Equity & Inclusion (DEI), the success of which is critical to achieving our strategic objectives.

GATSBY AFRICA

PEOPLE DIRECTOR
KEY ROLE RESPONSIBILITIES

STRATEGIC HR & ORGANISATION DEVELOPMENT

• Lead on the design and implementation of GA’s People Strategy, ensuring this aligns with GA’s strategic objectives and responds to current and future business needs.
• Provide expert strategic HR advice to support the Executive Director, the Senior Management Team and the Executive Board, liaising with professional advisors where relevant.
• Lead, manage and support organisational change, working closely with colleagues to ensure that organisational changes are managed effectively in line with best practice and GA values.

TALENT ACQUISITION, RETENTION AND EMPOWERMENT

• Lead and support effective resource planning across GA’s portfolio which enables a robust and adaptive workforce that evolves in light of changing business needs.
• Build and proactively manage talent pipelines to fulfil resourcing and succession needs, ensuring strong relationships with programme leadership and deep insight into GA’s business needs.
• Enable GA to attract top talent from across the private, public and charitable sectors, building its profile and driving its brand as an innovative, learning, implementing organisation.
• Ensure there is an attractive employee value proposition aligned with business objectives to support employee retention and external recruitment.
• Lead the implementation and ongoing improvement of the staff performance management system.
• Recommend pay and benefits policies and related structures, leading benchmarking processes to ensure GA remuneration remains competitive.
• Ensure continuous review, learning internally and externally to improve GA’s talent processes – from resource planning, recruitment and selection, right through the employee life-cycle to (and including) when staff have left the organisation.

LEADERSHIP OF THE HR FUNCTION

• Provide technical expertise, oversight and, leadership for all essential HR activities leading to efficient and high-quality support across the organisation to facilitate delivery and support a motivated and high performing staff team.
• Accountable for the development, implementation and ongoing review of relevant HR frameworks, policies and procedures that meet organisational needs and are understood by staff.
• Identify and monitor HR risks, contributing to GA’s overall risk register and the implementation of mitigating strategies and actions.
• Promote a business partnering approach, engaging with staff across the portfolio to enable effective two-way communications to build understanding, engagement and commitment on strategic and operational HR matters.
• Lead on the implementation of GA’s safeguarding policy, working with local safeguarding officers to create an environment where concerns are listened to and acted upon, including leading investigations where necessary.
• Champion GA’s approach to Diversity, Equity and Inclusion approach both through the HR function and supporting systems as well as through active leadership.
• Oversee GA’s response to critical people related matters, taking on key roles in relevant response teams e.g. crisis management team.
• Provide mentoring and coaching to all HR colleagues to support their delivery and professional development, including line management of direct reports.
• Develop and manage the HR budget and oversee the performance of contracted consultants.
• Lead on GA’s relationship with professional advisors in the UK and East Africa and with colleagues within the Sainsbury Family Charitable Trust on employee related matters.

MEMBER OF THE SENIOR MANAGEMENT TEAM (SMT)

As a member of GA’s SMT, the People Director will contribute to:
• Setting the strategic direction for GA’s overall work in East Africa, developing and refining the strategy in collaboration with the Executive Board, the Trustees and David Sainsbury.
• Developing and reporting performance against strategy, annual plans and budgets in accordance with the SMT’s reporting framework.
• Ensuring cohesion across the portfolio and managing risk:
  • Identifying and taking a view on strategic and operational decisions with a cross-portfolio impact.
  • Ensuring a common sense of purpose, objectives and long-term goals.
• Ensuring effective cross-portfolio learning.
• Providing cohesive leadership, in a collegiate style, in a culture of sharing and learning.
• Managing communications, internally and externally.
• Being an effective role model for GA internally and externally, championing our leadership principles:
  • Caring about the people we work with and what we do.
  • Being open, and willing to listen, learn and change.
  • Embodying a culture of integrity, honesty and fairness.
• Creating a platform for staff growth, innovation and empowerment.
• Inspiring others through our leadership and behaviours.
• Acting with courage and conviction to achieve our goals.
PERSON SPECIFICATION

COMPETENCIES

• Effective at developing and articulating a clear and compelling picture for the HR function, translating this ambition into long-term strategies and helping others to break this into short-term activities.
• Able to quickly establish credibility and respect as a functional expert and leader, demonstrating maturity and presence and building strong working relationships and rapport with colleagues. Works with others in a collaborative and solutions-focused manner to achieve win-win outcomes.
• Keeps up to date with HR trends and developments, applying learning to spur innovation within GA’s people function.
• Excellent facilitation skills, being able to identify and leverage common interests and synergy points at strategic levels. Effectively draws on evidence, expertise and learning to build shared agreement on problems and how these can be addressed.
• Strong organisational skills with a proven ability to plan responsibly, ensuring sufficient resources are available to deliver work and manage contingency plans for unanticipated challenges. Able to prioritise own work and that of others to meet deadlines under pressure, often balancing what may be conflicting and sometimes changing priorities.
• Excellent interpersonal skills. Proactively nurtures a culture of trust, openness and accountability in both internal and external relationships.
• Comfortable with making hard decisions when needed and takes responsibility for all decisions made under them, communicating any decision in a clear but empathetic way.
• A genuine team-player with strong listening, influencing and negotiating skills.
• Delivers well-considered and high-quality verbal and written communications.
• Excellent emotional intelligence, including empathy, awareness and the ability to develop highly collaborative relationships.
• A skilled influencer and decisive thinker with the courage to raise challenges with credibility and sensitivity.
• Maintains high performance and demonstrates resilience when operating in a fast-paced professional service environment.
• Shows an understanding and appreciation of what it takes to deliver across different cultures.
• Integrity and professionalism, setting and demonstrating the highest ethical and moral standards and a strong sense of personal accountability.
• Able to travel approx. 15 – 30% of time.

KNOWLEDGE, EXPERIENCE & QUALIFICATIONS

• Substantial leadership and management experience at senior levels in low/middle income countries in Africa. Understanding of private sector development would be an advantage.
• Significant experience of leading HR functions in an international context, including East Africa. Ability to speak Kiswahili would be an advantage.
• Demonstrable experience of developing and implementing People Strategies with a focus on effective attraction, deployment and development of talent.
• Strong working knowledge of East Africa and/or UK employment law issues and common principles, with the ability to apply these to a variety of situations using good judgment and a pragmatic and common-sense approach. Experience managing expatriate employees, including benefits and immigration issues, would be an advantage.
• Successful track record of leading change.
• A recognised senior HR qualification e.g. GPHR or MCIPD or equivalent professional qualification.
• Experience of working with and successfully influencing senior stakeholders.
• Proven experience of successfully selecting and managing external specialists and consultancies, including contract development and negotiation.
OUR 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** – We are motivated by impact and by fulfilling our potential
- **Collaborative** – We are stronger together and achieve most when we empower others to succeed
- **Thoughtful** – We thrive on new ideas, innovation and evidence
- **Dynamic** – We rapidly adapt to new challenges, opportunities and learning
- **Honest** – We are honest with ourselves and others, and this helps us to learn and improve
- **Caring** – We put people first and we look out for each other

Gatsby Africa is an equal opportunity employer.
HOW TO APPLY

All correspondence should be via Oxford HR.

Before applying, please check that you can answer yes to all the following questions:

• Are you a senior HR professional with substantial strategic leadership experience at SMT/Director level?
• Do you have significant experience of leading HR functions in East Africa and internationally?
• Do you have demonstrable experience of developing and implementing People strategies with a focus on effective attraction, deployment and development of talent?
• Do you have the existing right to work in Kenya, Tanzania, or the UK?

If you can answer yes to all the above questions, then please proceed to click on the “Apply” button on the job advertisement page, complete our online application form, and submit your CV and cover letter.

Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit. For guidance on preparing your cover letter please see here.

The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy)-GAPD. For e.g., Pat-Jones-CV-0921-GAPD or Pat-Jones-CoverLetter-0921-GAPD.

TIMELINE

Closing Date: 19th September 2021
First stage interviews: 5 & 6th October 2021
Final interviews: 18th & 19th October 2021

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

DIVERSITY AND INCLUSION

Diversity, equity and inclusion are central to realising Gatsby Africa’s ambition. We are committed to building a diverse workforce with the breadth of experience, knowledge, perspectives and thinking to tackle sector challenges and achieve long term transformational change. And we want to create a workplace where staff feel respected and valued for who they are, with equal opportunities to thrive and succeed.

This is not just another initiative on our to do list. Our aim is to mainstream diversity, equity and inclusion within everything we do because we believe that when people feel respected and included, they can be more creative, innovative, and successful.

SAFEGUARDING

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

COVID-19

Our teams are currently doing a combination of remote and office working, with decisions on each GA operating location based on local pandemic trends and government guidance. It is anticipated that this role will be office based when guidance permits, with the potential for flexible working arrangements.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email Nafeesa Usman and Daphne Joseph-Gabriel at Gatsby@oxfordhr.co.uk in the first instance.

Candidates must have the existing right to work in Kenya, Tanzania or the UK.
ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.