



GATSBY
AFRICA

PROGRAMME ADVISOR

CANDIDATE PACK





CONTEXT

In 1967 David Sainsbury wrote out a cheque for five pounds to establish the [Gatsby Charitable Foundation](#). Lord Sainsbury has since given Gatsby 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 120+ staff work from offices in Dar es Salaam, Mwanza, Iringa, Nairobi and London.



GATSBY'S WORK IN EAST AFRICA

Our mission is to work in partnership to catalyse and demonstrate sector transformation in East Africa. 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 many hundreds of thousands of households 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.

We are currently in a process of integrating our portfolio with our partners Msingi and Kenya Markets so that we will collectively work on six sectors across four countries in East Africa. This should enhance our learning, our ability to develop and share insights, as well as our ability to flexibly finance our sector work. The new integrated entity will also enable us to offer staff more opportunities to build their careers working across multiple sectors.

The sectors we work in are:

- **Agricultural Inputs:** Improving the livelihoods of smallholder farmers in Kenya and potentially the wider region, by creating equitable and affordable access, availability and information to high-quality agricultural inputs, extension services and good agricultural practices.

- **Aquaculture:** Investing in pioneering fish farms, business models for smaller scale operations and the environmental standards needed to help the regional aquaculture industry grow by around 15 times by 2030 while securing the sustainability of this growth.
- **Textiles & 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.
- **Forestry:** Building a vibrant commercial forestry sector, with new wood processing technologies and business models aiming to deliver widespread economic, social, and environmental benefits to millions of East African citizens.
- **Livestock:** Transforming Kenya into a leading global player with a modern, efficient, and climate-smart livestock sector that sustainably improves livelihoods for millions of pastoralists.
- **Water Services:** Taking a systemic approach to water services in Kenya, seeking to build efficient and climate-resilient water services that ensure affordable, accessible and safe, drinking water for the whole population.

In addition, Gatsby has been supporting work in the tea industry in Tanzania and Rwanda through our partner The Wood Foundation. These programmes are trialling new ownership structures and methods of supporting farmers that trigger domestic and foreign investment, demonstrating rapid increases in the profits of farmers and factories with benefits shared more equitably.



THE ROLE

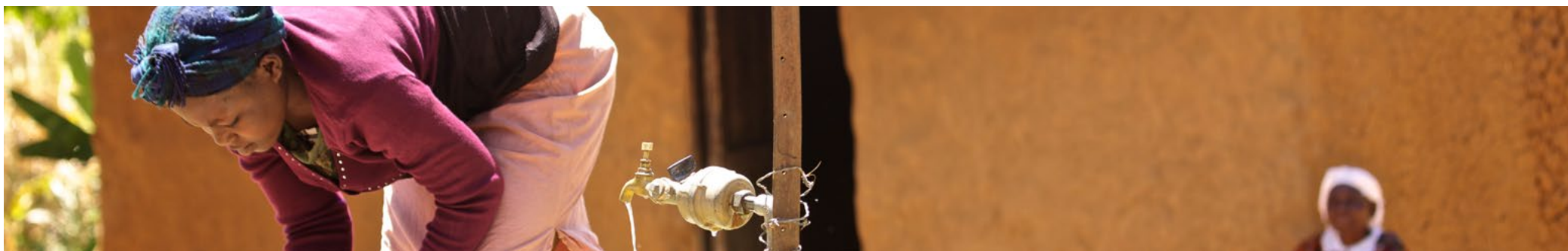
The Programme Advisor will be part of a small team that oversees the development and delivery of GA's portfolio of programmes across East Africa working flexibly across this portfolio. He/she will provide support and coaching to GA's programme teams, supporting them to develop appropriate interventions and partnerships to deliver sector transformation. The Programme Advisor will help the Portfolio Director to implement activities that ensure effective governance and reporting across the portfolio and champion a learning culture to enable effective delivery.

With a strong grasp of GA's mission and strategic objectives and guided by the Portfolio Director he/she will play a critical role working with programme teams to ensure the right programme strategies, intervention design processes, teaming / skills, risk monitoring and partnerships / positioning are in place.

He/she will work closely with the Learning team to help facilitate the implementation of the right systems and culture that encourages innovation and learning and the capturing of programme lessons and impact. The Programme Advisor will use their strong interpersonal and networking skills to engage regularly with key stakeholders and help build and sustain excellent senior-level relationships across the private sector, governments, and donors, supported by Country Director and other senior staff members.

The focus areas for this role will be dependent on the portfolio needs and will involve spending significant time getting into the detail of key issues in 'mini-projects' for individual programmes and working with the programme team to drive towards effective outcomes. He/she will work closely with the Portfolio Director and two other Programme Advisors, whose roles will be more focused on governance, strategies and oversight.

This is a challenging role that requires an individual who can quickly grasp complex problems, is a great communicator and relationship builder, and is able to effectively coach teams to effectively implement. He/she will need to quickly understand all aspects of the successful delivery of development programmes, covering vision & strategy setting; initial analysis and design of activities; implementation and management of political economy challenges; monitoring, evaluating, learning adapting and reporting.



JOB DESCRIPTION

Job title: Programme Advisor

Department: Portfolio team

Reports to: Portfolio Director

Location: Nairobi, with travel nationally and regionally (estimated at least 30% of time).

Indicative Salary Range: Competitive

KEY ROLE RESPONSIBILITIES

1) SUPPORT EFFECTIVE PORTFOLIO DELIVERY OF CORE FOCUS PROGRAMMES

- Support Programme teams through targeted engagement on specific programmatic areas (e.g. strategy, intervention design, partnership development & management, contract management, MEL etc.) in a way that empowers and supports them, builds capacity and ensures they retain ownership for transforming their sectors.
- Contribute to programme teams having in place a clear strategy and roadmap for transformation aligned to GA's approach, together with well-considered interventions, where each team is suitably focused on delivery against the roadmap and demonstrating transformation potential.

- Play a coaching role within programme teams to help build team capacity and embed good and consistent development principles in line with GA's approach across the portfolio.
- Alongside the Learning Director and Country Directors, support Programme Directors and teams to put in place the right culture to foster inclusion, innovation and learning as part of delivery.
- Contribute to identifying areas where programmes need strengthening and practical actions that will support the process of addressing these areas.
- Support portfolio team in ensuring programme teams understand and have access to principles, tools, guidance and training across the portfolio help operationalise GA's approach in programmes.
- Support the programmes to capture and communicate success stories and learning.

2) CONTRIBUTE TO DEVELOPING AND MAINTAINING PORTFOLIO PARTNERSHIPS

- Support the programme teams to coordinate effectively in sharing learning and in how they seek partnerships at a regional and national level, within and between different sectors.
- Develop and maintain a network of senior contacts and sector stakeholders regionally and internationally in relevant sectors to support programme implementation with best practice; enhance understanding of sector and value chain political economy; identify potential opportunities for collaboration; and, create a network of influence on sector development.

PERSON SPECIFICATION

KEY COMPETENCIES

- Highly analytical, with strong critical thinking skills and the ability to learn quickly.
- Able to quickly understand complex problems across the breadth of Gatsby's work, both externally in our sectors and internally relating to how we effectively deliver transformation.
- Excellent coach, able to work with teams and support them in generating and owning solutions to opportunities/ challenges in our sectors and driving transformation.
- Grasps core development principles quickly and demonstrates pragmatism and flexibility when working with programme teams to implement them.
- Excellent judgement, with the ability to think through different courses of action and make pragmatic, practical decisions.
- Strong organisation, planning and time-management skills, with a proven ability to plan and prioritise own work and that of others and meet deadlines under pressure, often balancing what appear to be conflicting and sometimes changing priorities.
- Excellent interpersonal skills and able to build a strong rapport and trust with Programme Directors and their teams.
- A genuine team-player with strong listening, negotiating and persuasive skills.
- Works with team in a collaborative manner, with a focus on supporting them move towards solutions to achieve win- win outcomes.
- Excellent verbal and written communication skills in English and Swahili essential.

PERSONAL ATTRIBUTES

- Empathises with GA's mission and values and brings both a commitment to African development and an understanding of the development landscape.
- Integrity and professionalism, setting and demonstrating the highest ethical and moral standards and a strong sense of personal accountability.
- An enthusiasm and commitment to evidence-based learning
- A commitment to work within the principles and practices of the GA Approach and good development principles, to ensure that programmes learn from implementation and sector changes, adapt and use the information to guide sector stakeholders.
- 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.

KNOWLEDGE, EXPERIENCE & QUALIFICATIONS

- Relevant academic qualifications at degree level and preferably above
- Programme management and coaching experience in low/middle income countries in Africa, ideally with experience across public, private and NGO sectors.
- Experience of economic development, private sector development and implementing sector development work in a sector and context – including East Africa. Alternatively, experience of working in a broad range of sectors/ projects on enterprise strategy and operations.
- Experience of building and/or maintaining strong relationships and trust across a broad range of stakeholders and teams.
- Experience of applying different tools/instruments/principles within a sector development and/or business context.
- Experience successfully building, managing and coaching teams – with particular experience around the mentoring and development of staff working within a complex fast-paced professional environment.



OUR VALUES

We have developed a set of 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 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

The role is only open to Kenyan nationals or anyone with the right to live and work in Kenya. We particularly welcome female candidates.

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

- Are you a Kenyan, or do you have the legal right to live and work in Kenya?
- Do you meet the requirements of this role, and in particular do you have experience managing projects and driving high-quality outcomes, developing strong written communications materials and building good working relationships?

If you can answer yes to the above questions, please submit

- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages),
- a supporting statement

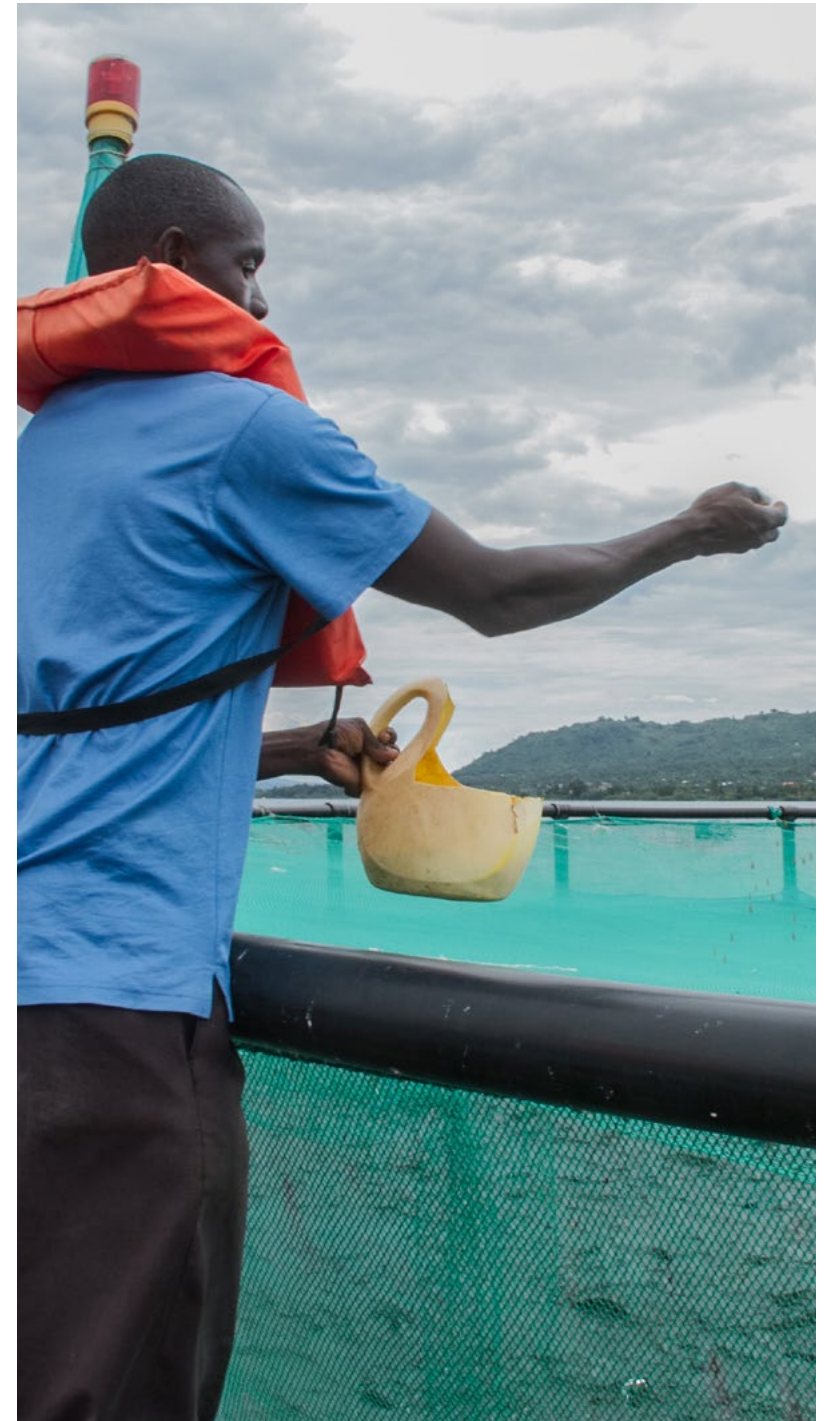
Your supporting statement should be no more than 2 pages long – bullet points are encouraged. It should explain why you are interested in this role and Gatsby Africa, and how your skills and experience make you a good fit – referring to the Person Specification in this pack.

We are recruiting for this role via the Cedar Africa Group. Please send your application via [their website](#).

Closing date for applications: 10th April 2022

SELECTION PROCESS

Further details will be provided to shortlisted candidates when invited to interview, but we hope to hold interviews in person at our offices subject to restrictions remaining in place because of the Covid-19 pandemic. If we are not able to hold interviews in person, these will take place virtually via Zoom.





DIVERSITY, EQUALITY AND INCLUSION

Diversity, equality and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

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.

QUERIES

If you encounter any problems with the application process, please contact: recruitment@cedarafriagroup.com or call +254 20 240 0339.