



# Operations Manager - Tanzania

## CANDIDATE PACK

### Location:

**Dar es Salaam, Tanzania  
with regular in-country travel and some  
regional travel**

# *Seeking a top-performing professional for a key operational role in Gatsby Africa, an ambitious and dynamic organisation committed to the transformation of high potential sectors in East Africa*

## **Gatsby Africa**

Gatsby Africa is a private foundation set up by Lord David Sainsbury, with a long history of engaging in East Africa across government, business and society. We are committed to building stronger inclusive economies in East Africa, supporting the region to respond to the key trends that are shaping the future. We do this through identifying and building industries and sectors of the future - sectors that if successful will uplift many people out of poverty. This is our purpose; the reason we exist.

We currently operate across a diverse range of sectors across Kenya, Rwanda, Tanzania and Uganda - Commercial Forestry, Aquaculture, Textiles & Apparel, Livestock, and Tea - and we are continuously assessing new opportunities across manufacturing and services, in addition to agriculture. Our portfolio puts us in a strong position to deliver meaningful levels of impact in the region and strengthens our ability to generate and share our learning with others.

As an organisation we are very rooted in East Africa. Over 90% of our staff are based and from East Africa, and our value as an organisation is largely derived from our understanding, knowledge and expertise in the region. We are able to combine deep sector expertise with an ability to understand and navigate the political and business context in East Africa.

## **How we work**

We adopt an ambitious, commercial and pragmatic approach to catalysing sectors. We understand that the business must make sense, and the success of sectors is driven ultimately by capable firms driving growth. We also understand that sectors operate in a local context which is complex, sometimes political, and where innovating and pioneering new transformative growth means taking risks - and that moving from pioneering firms to building broader sectors takes time and deliberate focus, building sector capabilities and supporting the government to play their role effectively. We recognise the important role governments play in enabling, and in some instances unlocking, growth. We believe it is only by working in partnership with entrepreneurs, established firms, investors and governments that lasting and meaningful change can be secured.

We are committed to learning from our own work and that of others, and to sharing these insights both internally and externally with governments, partners and investors to influence decisions and drive change. We are becoming more externally focused, engaging in global and local debates on economic transformation and supporting governments and partners to adapt and apply lessons and best practices.

Gatsby Africa's work in Tanzania is ambitious, complex and fast-moving, requiring strong operational foundations to enable impact. The Operations team is central to this, ensuring that staff are supported, risks are managed, and operations function effectively in a dynamic environment.

# Purpose of the Role

The Operations Manager plays a critical role in ensuring the effective, compliant and well-organised operations of Gatsby Africa's Tanzania branch. Working closely with programme teams, leadership and regional operations colleagues, the role provides operational leadership and business partnering across a range of operations areas including administration, logistics, safety and security, and people operations for the branch.

The role enables smooth delivery of work, strengthening of planning and reporting, and ensuring that operational activities align with Gatsby Africa's frameworks, policies and priorities. Through a focus on operational excellence and continuous improvement, the Operations Manager is a critical enabling role within Gatsby Africa, supporting the delivery of ambitious sector transformation work by ensuring strong operational foundations, effective risk management and continuous improvement.

## Overview of Responsibilities

The Operations Manager, Tanzania is responsible for the day-to-day operational management and oversight of Gatsby Africa's Tanzania branch. Reporting to the Deputy Director of Operations, with a dotted line to the Country Director, the role supports operational planning, coordination and delivery across a range of functions including administration, procurement, safety and security, compliance and people operations.

By acting as a trusted operational partner to programme teams and leadership, the role helps Gatsby Africa deliver its work safely, compliantly and efficiently, while also contributing insights that strengthen operational processes and enable continuous improvement across the team.

Responsibilities will include, as illustrative examples:

- Oversee and coordinate day-to-day operations of the Tanzania branch, including administration, logistics, office management and procurement.
- Support operational planning, performance reporting and the monitoring of key operational indicators.
- Lead branch-level safety and security processes, acting as the Senior Staff Person and first point of contact for incidents.
- Ensure strong governance, risk management and compliance with statutory, organisational and safeguarding requirements.
- Provide people operations support, including payroll administration, onboarding and coordination with external service providers.
- Build strong working relationships with programme teams and regional operations colleagues to support effective delivery.
- Line manage and develop assigned staff, fostering a collaborative and accountable team culture.

# Person Specification

This is an exciting position for a proactive and organised operations professional with experience in operational or administrative management, ideally in an international or multi-country context. The successful candidate will bring strong judgement, attention to detail and a collaborative approach, with a strong alignment to Gatsby Africa's mission and values.

## Key Competencies

- Strong analytical skills with the ability to assess information, identify issues and contribute to practical solutions.
- Ability to organise work, prioritise tasks and manage competing demands in a fast paced and often fast changing environment.
- Strong collaborative skills, with the ability to work effectively across functions and cultures.
- Clear and accurate written and verbal communication skills.
- Sound judgement, including knowing when to escalate issues appropriately.
- Financial literacy and confidence working with operational and financial information.
- A highly detail-focused person - whether relating to maintaining files, travel itineraries, reporting etc.

## Personal attributes

- Demonstrates emotional intelligence, builds effective working relationships with key stakeholders both internally and externally.
- Proactive and organised, with a solution-focused approach.
- Ability to adapt to changing circumstances and external factors.
- Shows an understanding and appreciation of what it takes to deliver across different cultures.
- Comfortable with some routine functions balanced with some more demanding requirements.
- Integrity and professionalism, setting and demonstrating the highest ethical and moral standards and a strong sense of personal accountability.
- Alignment and empathy with Gatsby's mission and values.

## Knowledge, Experience and Qualifications

- A bachelor's degree in business administration, Operations Management, Procurement and Logistics, Management, or a related field.
- Significant experience in operations or administrative management, including line management responsibility.
- Strong computer literacy and proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint.
- Experience working in an international or multi-country context, ideally in East Africa.

# Our Values

We have a set of core values that serve as the foundation for the culture we strive to foster.

## Dream

**Ambitious** - We are deliberately *ambitious* - seeking transformational change and creating sectors of the future.

**Innovative** - We are *innovative*- prepared to take calculated risks and pioneer innovations with our partners to achieve our aims

## Discover

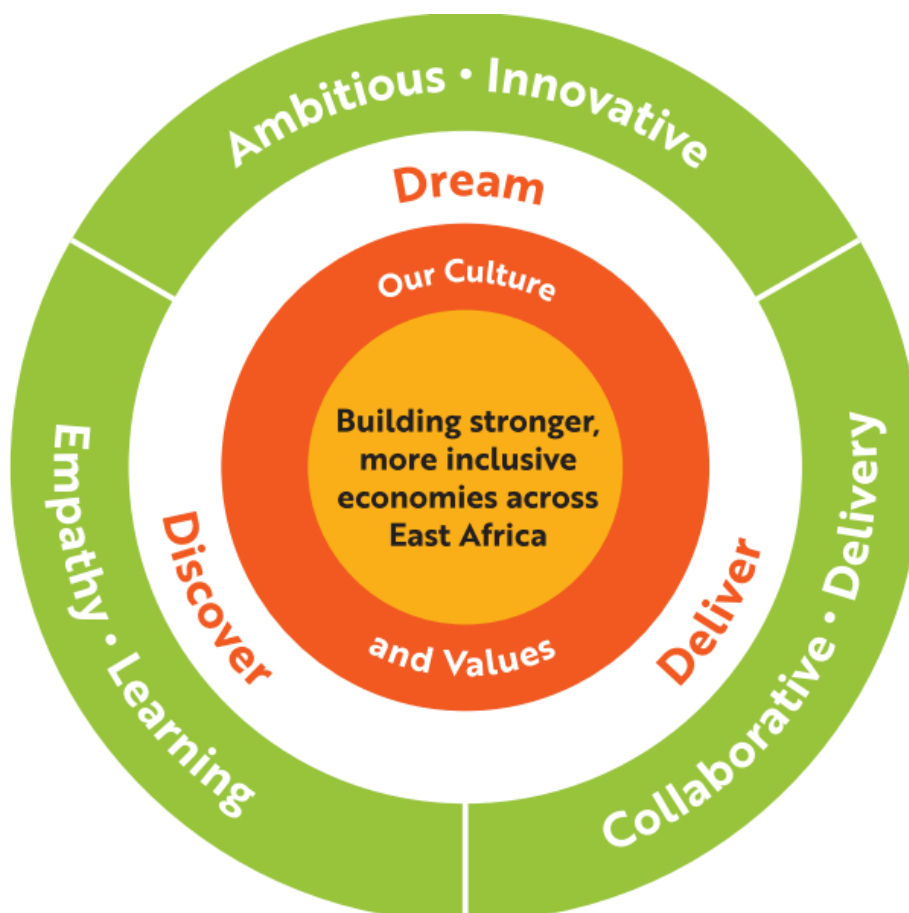
**Empathy** - We work with *empathy* and humility, knowing that we can only be successful if others own the solutions

**Learning** - We always seek to *learn* - always curious to understand why things do or do not work

## Deliver

**Collaborative**- We are a *collaborative* organisation - knowing we can only achieve our aims when we work with others, and we build local ownership.

**Delivery** - We maintain a *delivery* focus - holding ourselves to the highest standards and knowing that everything we do must be focused on bringing meaningful change that lasts and doing so in the most efficient and cost-effective way possible.



# How to apply:

If you meet the criteria outlined above and would like to apply for the role, please visit [www.empower.co.tz](http://www.empower.co.tz).

You will need to sign up on Empowers candidate portal, complete your profile and submit an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages).

The role can be found by searching **Operations Manager - Tanzania** where you can find the full job description. You can click APPLY NOW to apply.

**Closing date for applications: Friday 23 January 2026**

*Please note the vacancy may close earlier if we receive sufficient applications.*

Only shortlisted candidates will be contacted.

## Diversity, equity and inclusion

Diversity, equity 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 [info@empower.co.tz](mailto:info@empower.co.tz)



**Gatsby  
Africa**

[www.gatsbyafrica.org.uk](http://www.gatsbyafrica.org.uk)