

**GUARANTCO MANAGEMENT COMPANY LIMITED**  
**JOB DESCRIPTION**

<b>Job Title:</b>	HSES (Health, Safety, Environmental and Social) Manager – 12 months contract		
<b>Reports to:</b>	Chief Operating Officer		Operations
<b>Location:</b>	London, Nairobi or Singapore	<b>Number of direct reports:</b>	None

**ABOUT GUARANTCO, THE TEAM AND WHAT WE ARE LOOKING FOR**

GuarantCo mobilises private sector local currency investment for infrastructure projects and supports the development of financial markets in lower income countries across Africa and Asia. GuarantCo is part of the Private Infrastructure Development Group (PIDG) and is funded by the governments of the United Kingdom, Switzerland, Australia and Sweden, through PIDG, and the Netherlands, through FMO, the Dutch Development Bank. GuarantCo is rated AA- by Fitch and A1 by Moody's. GuarantCo's vision is to become a centre of excellence for local currency credit solutions for infrastructure finance in lower income countries thereby assisting with the alleviation of poverty.

GuarantCo's fund manager, GuarantCo Management Company (GMC), is head-quartered in the City of London and is small, diverse, focused, collaborative and action orientated. We are looking for candidates who have the experience to deliver against the responsibilities of the role and who are passionate about making a difference whilst working in an entrepreneurial and innovative environment.

Health, Safety, Environmental and Social (HSES) management is a strategic priority for PIDG and GuarantCo. GuarantCo wishes to recruit an HSES specialist (12 months contract) to implement new PIDG HSES policies and procedures, build a GuarantCo HSES framework, support GuarantCo in reviewing and enhancing HSES aspects on pipeline transactions and the current portfolio, prepare internal reporting and provide training to the GuarantCo team and portfolio client companies.

The position can be based in any of GuarantCo's three offices: London, Nairobi or Singapore (visa pending), and some travel will be expected between the three GuarantCo offices and to pipeline and portfolio project sites.

Working for [Chief Operating Officer / General Counsel], but with a close working relationship with the Regional Directors, Global Execution Team, Portfolio team and Legal & Compliance teams within GMC.

**MAIN RESPONSIBILITIES**

1. Policy implementation

- Produce and implement a GuarantCo HSES Framework that rolls out the PIDG Group HSES Framework
- Working with the GMC Leadership Team, develop, drive and sustain a culture across GuarantCo that stimulates high levels of HSES performance and continuous improvement
- Produce, with the PIDG HSES team, and disseminate HSES good practices and lessons learned documents from PIDG's work around the globe
- Working with the PIDG HSES team to implement a training programme on HSES issues and policy roll-out to GMC staff
- Work with GMC's Portfolio team and Director of Communications to provide training and training materials on HSES matters to portfolio companies
- Work closely with the PIDG HSES team and GMC Portfolio team to define steps required to improve HSES performance across portfolio client companies to meet requirements of the PIDG Group HSES Polices, Standards and Procedures
- Work with GMC staff on implementing Safe Travel Procedures, ensuring that all travel to client sites is in compliance with the PIDG Safe Travel Policy, that best practice is followed and that the GMC Journey Management Plan and client-led Emergency Response Plans are appropriate

## 2. Pipeline and portfolio specifics

- The review and appraisal of pipeline opportunities, including the identification of HSES risks and issues early in the transaction cycle, develop recommendations for HSES improvements, or mitigants, and draft relevant transaction HSES processing documentation
- Support the Global Execution Team on HSES due diligence, including scoping external due diligence, reviewing outputs from technical advisers, reviewing the Environmental and Social Assessment and resulting company-led Action Plan. Work with the Global Execution Team and General Counsel to develop information covenants and contractual clauses to be able to monitor and ensure compliance with specific HSES aspects on projects
- Assure HSES performance of specific allocated projects. Lead HSES compliance audit and, where required, attend and support accident investigations
- Identify opportunities for adding HSES value in an investment structure. Where and when appropriate, assist PIDG company investment staff with business development related to HSES opportunities beyond risk management
- Work with GMC team members to identify opportunities to mobilise technical and financial support for clients to address HSES aspects of pipeline and portfolio projects

## 3. Reporting and other

- To assimilate, and review HSES statistics received on portfolio companies as part of GMC's review of client reporting. Analyse and review trends from these HSES statistics on an individual client company and total portfolio basis, working with the Portfolio Manager(s) assigned to the portfolio company. Provide results on a monthly basis to the GMC Risk & Finance Committee and PIDG HSES Director
- Working with GMC's Incident Team, taking responsibility for incident reporting internally and to PIDG for incidents that have taken place on portfolio companies and/or GMC team members. Provide an initial desk-top assessment of the incident, in line with the PIDG policy, and follow the internal procedures to ensure that timely (within 24 hour) reporting takes place and that any follow up investigations are appropriate for the incident. Work with the portfolio company and/or GMC team member until resolution of the incident can be reached and close the incident formally. Provide reporting on a monthly basis for GMC's Risk & Finance Committee on all open incidents
- Any other relevant tasks as determined from time to time by the organisation

## CORE COMPETENCIES / SKILLS AND EXPERIENCE

### Technical

- A degree in a science or engineering subject essential.
- An advanced degree / qualification (post graduate) in the HSES sciences or other relevant discipline highly desirable.
- Relevant professional experience in dealing with one or more of the core HSES issues.
- Specific training and experience in environmental and social aspects of communications, water, sewage, power, transport, roads. infrastructure and/or natural resources sectors highly desirable.
- Excellent verbal and written English language skills. Knowledge in other official highly desirable.
- Accident investigation experience desirable.
- Experience in HSES risk assessment, Environmental and Social Impact Assessments, Occupational Safety within emerging and frontier markets is essential. Strong knowledge of IFC standards and UN Global Sustainability Goals is desirable.
- Ability to travel frequently (London, Africa, South Asia / South East Asia) essential.
- In-depth, practical experience in addressing a range of social, environmental, occupational health and safety, and social management issues in a variety of sectors.

## **Generic**

- Good verbal and written communication at middle/senior levels. Fluency in oral and written English is essential and other pertinent languages, especially French, is desirable. Capable of developing and communicating own point of view. Ability to influence and obtain buy-in from a wide range of stakeholders.
- Good networker and relationship builder – experience of developing relationships between financial institutions as a credible counterpart and representative.
- Analytical ability, problem solving, ability to think laterally. Ability to get up to speed quickly in a technical area of work, and to understand and navigate complex issues.

## **Personal**

- Self-starter, able to collaborate closely with colleagues.
- Organised and able to manage competing priorities.
- Entrepreneurial but with a strong ethical foundation.
- Resilience, not put off by set-backs.
- Demonstrable cultural awareness – ideally experience of working in an international environment.
- Passion to make a difference in frontier markets.

To apply, please go to the GuarantCo careers page: <https://guarantco.com/working-together/careers/>