

JOB DESCRIPTION



| Position Description | | |
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| Job Title: | Social Impact Manager | |
| Department: | Social Performance | |
| Business Unit/Team: | Kenya | |
| Location: | Primarily based in Nairobi, Kenya with regular travel to the field and operational sites. | |
| Reports To: | Social Performance Manager, Tullow Oil Kenya | |
| Interacts With: | Internal: | External: |
| | Principle interface with: <ul style="list-style-type: none"> ▪ Operations, EHS, Asset Protection, Supply Chain Management. ▪ Regional External Affairs Manager ▪ Regional EHS Manager ▪ Group External Affairs ▪ Group EHS Department | <ul style="list-style-type: none"> • Project Contractors • Government regulators / agencies • Local Government representatives • Traditional Leaders • Local community leaders • NGOs • Consultants (as appropriate) • Other key stakeholders |
| Supervises: | Direct: | Indirect: |
| | <ul style="list-style-type: none"> ▪ Site Stakeholder Engagement Supervisors | <ul style="list-style-type: none"> ▪ Site Stakeholder Engagement Officers |

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Background

In 2010, Tullow Oil Kenya embarked on a major exploration campaign across five Kenyan licence areas (Blocks 10BA, 10BB, 10A, 12A and 13T) covering over 67,000 sq km (six times the size of the licences in Uganda). In 2012, Tullow added additional interests in Block 12A and Block 12B.

Tullow Oil Kenya is currently undertaking early exploration activities which cover a vast geographic landscape and diverse ethnic groups and impacted communities. The operating environment is remote, sensitive (significant cultural heritage) and conflict prone (tribal conflict, water and food insecure). The management of social impacts and community engagement is complex and needs to be specifically tailored to diverse target audiences.

It is essential that social impacts and mitigations are not only appropriately executed in a timely fashion, but that these activities are reflected in business and operational decision making.

It is important that the company stays closely tuned to grassroots community dynamics as changes can have far reaching implications for Tullow's ability to execute its work programme and maintain its social licence to operate.

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| <p>Job Purpose:</p> | <p>The Tullow Oil Kenya Social Impact Manager is based in Nairobi (with frequent travel to Tullow's acreage in North West Kenya) and is responsible for the leadership and management of Tullow Oil Kenya's field based social performance function. This remit includes social impact mitigation, community engagement and delivery of field based social investment initiatives / programmes.</p> <p>This position is a member of the Kenya Social Performance leadership team and reports to the Social Performance Manager. The role has a very close interface with the Social Performance Advisor and contributes to business unit success by primarily ensuring the timely and effective delivery of social impact mitigations, community engagement and social investment activities.</p> <p>Key to this role is developing and implementing social impact mitigation and community engagement plans and soliciting buy-in from field based functions critical to the successful implementation of mitigations. The position also plays a key role in supporting delivery of field based social investment initiatives / programmes which are aligned with the business unit's objectives. The Social Impact Manager also has a pivotal role in ongoing issues management, particularly with respect to field based external stakeholders.</p> <p>The position works closely with the Tullow Kenya operations, Asset Protection, EHS, HR, Supply Chain Management and business performance functions to ensure community issues are dealt with in a timely and efficient manner. It also works cross functionally to ensure integrated planning and the timely execution of Tullow's work programme.</p> <p>The role is a leadership role and is responsible for the effective day to day management of the site base social performance team. The position also works closely with other members of the Tullow External Affairs network to share best practice across the Group.</p> |
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| Responsibilities /Key Objectives: | Social Impact Management & Social Investment <ul style="list-style-type: none">▪ In close cooperation with the Social Performance Advisor and EHS, contribute to the development of the social aspects / components of the business unit Environmental and Social Management System (ESMS).▪ Manage the delivery of specific social performance mitigations / actions as defined by respective ESIA approvals and assist EHS in coordinating the delivery of all ESIA requirements as required.▪ Develop and deliver specific management plans as they pertain to specific social impacts and contribute to other management plans as necessary.▪ Drive the adoption and implementation of IFC Performance Standards (and other industry standards) as appropriate to ensure management of social impacts pertaining to Tullow’s operations and risks.▪ Cooperate with Asset Protection to ensure Human Rights issues (including conflict) are integrated into management plans as appropriate.▪ Contribute to risk assessment exercises as requested (such as sensitive areas).▪ Support other company initiatives (environmental awareness, local content etc) which contribute to social performance management as requested.▪ Support delivery of field based social investment programmes / projects as required and ensure that social investment initiatives account for community resources / assets / requirements and complement business objectives.▪ Participate and contribute to Social Performance audits / reviews (either internal or external).▪ Engage and manage specialist consultants as required. |
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| | <p>Community Engagement</p> <ul style="list-style-type: none"> ▪ Provide strategic counsel to management to proactively and effectively manage key issues which have social / community implications. ▪ Develop and implement a long term public disclosure and community engagement strategy and plan which encompasses all key grassroots stakeholder groups. This includes developing and maintaining a comprehensive stakeholder map. ▪ Manage Tullow Kenya’s grievance management system ensuring compliance to international best practice. ▪ Develop and maintain close networks with community based stakeholders including regulators, NGOs / CSOs, district officials and community authorities among others. ▪ Work closely with Communications to develop and execute targeted engagements with key stakeholders in accordance with an agreed strategy. ▪ Represent Tullow at community / stakeholder engagements as required. ▪ Work closely with operations to determine extent and focus of engagement activities. ▪ Manage the team of Site Stakeholder Engagement Supervisors to ensure the delivery of operational and development work programme requirements. |
| | <p>Leadership & General Management</p> <ul style="list-style-type: none"> ▪ Provide strategic leadership for the impact management and community engagement team to achieve its objectives through team empowerment and effective delegation, whilst also contributing to the overall leadership of the external affairs function. ▪ Build and maintain strong team work across the External Affairs function and strive for continual improvement in team performance. ▪ Develop and maintain strong team work with Operations as well as other cross-functional teams, such as EHS, Asset Protection, Compliance, Legal etc. ▪ Develop and manage organisational capability, team development, and resourcing and succession strategies with support from the functional lead in London and HR. ▪ Support annual budget cycle, cost forecasting and key Social Performance contracts as required. |
| <p>Financial Responsibility:</p> | <ul style="list-style-type: none"> ▪ Impact mitigation and community engagement budget. |

| Person Specification | |
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| Experience and Education: | <ul style="list-style-type: none">▪ University Degree (preferably in the humanities, social sciences, anthropology) (minimum).▪ Postgraduate qualifications in social sciences / community relations preferred.▪ Minimum of seven years experience in a social performance role within an onshore extractives or major infrastructure project delivery is essential.▪ Experience in the development of Environmental and Social Management Systems and the practical application of mitigation planning and community engagement methods.▪ Previous experience in the application of the IFC Environmental and Social Performance Standards and other international standards (OGP, ILO Convention etc).▪ Extensive experience in identifying and mapping key stakeholder groups.▪ Demonstrated experience in the management of grievances and grievance management systems. Conflict management skills will be essential.▪ Strong track record in building successful relationships and securing alignment between multiple stakeholders. |

Skills:

- Preferably fluent in English and at least one of the local languages / dialects.
- Ability to assess and understand the complex external operating environment and the implications of this with regards to the delivery of social impact mitigations, community consultation and engagement strategies and investment projects.
- Demonstrated ability to produce effective frameworks, policies and procedures to ensure efficient operations and appropriate impact / risk management.
- Understanding of the practical application of best practice ESIA methodology and international standards such as the IFC Performance Standards.
- Ability to develop and implement external affairs strategies (including stakeholder engagement) to secure desired outcomes and support business objectives.
- Ability to translate complex information into strong, easily delivered messages, including the ability to influence, inspire confidence and build trust at all levels.
- Ability to integrate social outcomes / risks into business and project planning as required.
- Understanding of the UN Global Compact, Voluntary Principles, EITI and Equator Principles and other Social Performance initiatives.
- Proven ability to manage complex matters in a transparent and inclusive fashion.
- Ability to identify and select appropriate delivery mechanisms for social investment (ie. Project execution, partnerships, outsourcing, leveraging third party finance etc).
- Build and maintain a network of local stakeholders and informed parties.
- Excellent written and verbal communications skills.
- Ability to manage conflict situations including conflict resolution and analysis.
- Excellent financial skills with experience of budget development and management.
- Ability to delegate to team members and guide outcomes.
- Ability to manage external consultants / advisors (as appropriate) to support key deliverables and build capacity.

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Business Behaviours:

- Politically non-partisan.
- Able to enrol others from other functions to deliver a collective outcome.
- Awareness and sensitivity to diverse cultures / ethnic environments.
- Demonstrates a high level of personal integrity.
- Establishes priorities and works with minimal direction.
- Collaborative with heightened communications and related interpersonal skills.
- Participates in proactive team efforts to achieve departmental goals.
- Self motivated and uses initiative and judgment to attain the best results.
- Demonstrates a personal commitment to Health, Safety and the Environment.
- Actively supports and demonstrates Tullow values.