

Terms of Reference Job Description

Post title:	National Project Manager Assistant (2 POSITIONS)
Project title:	GEF GOLD Mongolia-Philippines: “Contribution toward the elimination of mercury in the artisanal and small-scale gold mining (ASGM) sector: from miners to refiners”
Duration:	60 months (Full-time, Approx. 37.5 hours/week)
Expected Start Date	April 15, 2019
Duty station:	1 in Ulaanbaatar (MONGOLIA) & 1 in Manila (PHILIPPINES)
Salary:	Will be determined by experience and qualifications and paid in local currency.
Application Deadline	Open until filled

BACKGROUND:

Organizational context

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment and health of the millions of people involved in Artisanal and Small-Scale Gold Mining (ASGM) in the developing world. The AGC helps to improve the global gold sector by promoting better practices in ASGM through technology transfer, policy development and awareness raising. The AGC consists of a core staff, associates and a council of experts (Board of Directors) in areas of ASGM, economics, sustainable development, social responsibility, human and environmental health, and gold production and extraction. For more information about the AGC and its projects, please visit www.artisanalgold.org.

Project description

The Global Environmental Facility (GEF)-supported program “Global Opportunities for the Long-term Development (GOLD)” of the ASGM sector has been designed to address the key issues linked to continued mercury use and to provide sustainable development opportunities for the communities involved.

The objective of this project is to contribute towards the elimination of mercury in the ASGM sector by applying a supply chain approach from the miners to refiners. The project has four components. UN Environment is implementing Components 1, 2 and 4 on (i) formalization, (ii) finance and market access, and (iv) knowledge management, respectively, while UNIDO is responsible for Component 3 (iii) technology transfer.

The project is expected to demonstrate: (1) government incentives to formalize the ASGM sector in Mongolia and Philippines are increasingly adopted by miners, (2) national governments guiding the creation of ASGM fund to allow miners to invest in mercury-free technologies and access responsible gold markets; miners are able to sell their gold directly into a transparent supply chain, (3) reduced mercury releases by the ASGM sector in both countries, and (4) ASGM communities and government agreeing on an approach to reach all ASGM communities in each country.

MAIN DUTIES AND EXPECTED OUTPUTS/OUTCOMES

The National Project Manager Assistant will serve in a supporting role, reporting to the National Project Manager and will contribute directly to the successful delivery of the country GOLD Child projects. The PMA will monitor and guide the achievement of project results while maintaining close awareness of project budgets, resources and timelines. Working closely with the National Project Manager, the Assistant will ensure the project follows the funders' guidelines within the existing framework of AGC policies and practices.

Main Duty	Output	Timing
Support the development of project implementation and work plans, project strategies, finances, logistics, communications, governance, project monitoring and evaluation, and administration	Project planning documents completed and reviewed regularly	Ongoing
Regular reporting to the National Project Manager on progress, challenges, opportunities and learnings encountered during implementation	Reports prepared	Ongoing
Prepare project reports as required by the National Project Manager	Reports prepared	Ongoing
Support recruitment, training and ongoing resources to country staff in the country of operation in line with good employment practice, ensuring that they understand AGC employment policies and guidelines and that they work to support the core values of the organization	Country staff operating successfully	Ongoing
Refine operational systems and policies to ensure organizational compliance and effectiveness	Organizational policies documented	Ongoing
Provide any requested support for performance reviews of project staff, managing project staff concerns and conflicts, overseeing staff contracts and remuneration, and facilitating staff meetings	Performance reviews documented, successful communication with staff	Ongoing
Assist with developing the organization's public profile and foster effective and productive relations with other NGOs, media organizations, government, and private entities in Mongolia and the Philippines; acting as a spokesperson at public functions, meetings and to the media as needed	Connections established with other entities, media coverage documented	Ongoing
Occasional travel to project sites, meetings, workshops and other fora as required	Field trips conducted successfully	Ongoing

REPORTING

The National Project Manager Assistant will report to the National Project Manager at least weekly. They will participate as needed in reporting calls with the MPPM and, if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner.



QUALIFICATIONS:

- Master or bachelor's degree in a relevant discipline (e.g.: Mining, International Development, Environmental Studies, etc.)
- Demonstrate an understanding of artisanal and small-scale mining through prior work experience
- Demonstrate the ability to support large, complex international development projects with multimillion-dollar budgets and complex governance arrangements
- Have experience with development and donor projects, and adapting project delivery to the guidelines and requirements of funding partners
- Have experience with government relations, and partnering with government institutions in an international context
- Have excellent written communications skills including the ability to write progress reports, policy analyses, and media pieces
- Be able to communicate effectively with a variety of stakeholders from miners to government officials, as well as present project results at public fora, and speak to the media
- Be self-motivated, able to prioritize, and work with minimal guidance

LANGUAGE

- Fluency in written and spoken English is a must.
- Knowledge of other local languages is an asset.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to careers@artisanalgold.org.