

## Terms of Reference Job Description

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

#### Project description

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

The objective of the proposed 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 on 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 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 Communications Assistant will work closely with the National Communications Officer to support the design and implementation of the knowledge management and communications strategies

for this project, as well as in customizing the activities for the national setting. They will participate in taking large amounts of complex information and seeking innovative and effective ways to share them with all project stakeholders and partners, as well as the local, regional, national and international communities. They are experts in social media, interacting with media and press, confident in scientific and academic communications, and have the right language skills for this project.

<b>Main Duty</b>	<b>Output</b>	<b>Timing</b>
Supporting the planning, implementation, and execution of knowledge management and communications plans within the project countries	Plans executed	Ongoing
Working closely with National Communications Officer to populate and organize knowledge management system	Knowledge management system populated	Ongoing
Populate and maintain photo and video asset library	Photo and video asset library created	Ongoing
Supporting the creation and distribution of clear, concise and compelling marketing collateral, newsletters, blog posts, and other program materials for various audiences	Project marketing complete	Ongoing
Building and maintaining project-relevant media contact lists	Media list created	Ongoing
Supporting translation requirements, liaising to ensure timely and high-quality translation of all materials	Materials translated	Ongoing
Communicating with in-country partners, stakeholders, government officials, and others	Successful communication with project partners	Ongoing

### **REPORTING**

Regular calls will be organized among the National Communications Assistant and National Communications Officer and, if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner. The National Communications Assistant is expected to contribute to communications related reporting as needed.

### **QUALIFICATIONS**

- Bachelor's degree, diploma, or equivalent combination of training and experience in Communications, Public Relations, Journalism, or related field.
- Willing and able to travel to project sites
- Able to thrive when working remotely, possess strategies for maintaining connections with team
- Excellent writing skills
- Self-motivated; motivated by goals and objectives

### **LANGUAGE**

- Fluency in written and spoken English is required.
- Knowledge of other local languages is required.

**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](mailto:careers@artisanalgold.org).**