

Position Title: Country Representative

Primary Location: Jakarta, with regular travel to Central Kalimantan, North Sulawesi, and other sites in Indonesia

Position Status: 1-year contract

PROGRAM/DEPARTMENT SUMMARY:

The Artisanal Gold Council (AGC) is a not-for-profit organization based out of Victoria, British Columbia, Canada dedicated to the sustainable development of artisanal and small-scale gold mining (ASGM) communities in the developing world.

Sustainable Development of the Artisanal Small-scale Gold Mining (ASGM) in Indonesia is a 5-year project (2015-2020) that will be implemented through a partnership between Canadian based non-profit AGC and other Indonesian based community groups, with support from Global Affairs Canada.

The project aims to improve incomes, health, and the environment of the vulnerable and marginalized men and women dependent on the artisanal and small-scale gold mining (ASGM) economy in targeted areas in Central Kalimantan and North Sulawesi. The project improves mining, environmental and social practices for men and women involved in the ASGM, including identifying alternatives to mercury use. The project also supports targeted provincial governments to better collaborate with the formal extractive sector and supports the formalization of ASGM activities through legal trade of responsible artisanal gold and value-added products in domestic and international markets. Activities include: (1) provide training on better practices for men and women miners; (2) provide training to targeted government and civil society groups on ASGM regulation and management; and (3) establish collaborative mechanisms with other relevant initiatives promoting responsible gold and diversification of the ASGM economy. This initiative supports the Government of Indonesia’s implementation of the Minamata Convention on mercury, which both Canada and Indonesia are parties to.

JOB SUMMARY:

To develop and provide overall leadership and strategic direction to AGC Indonesia country programme.

Main Duty	Outputs
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
Regular reporting to the Project Manager on progress, challenges, opportunities and learnings encountered during implementation	Reports prepared
Prepare project reports as required by the Project Manager, funders, regulatory bodies, and other project entities	Reports prepared
Recruit, train and provide ongoing support to country specialists in the country of work 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	Country specialists

organization	
Refine operational systems and policies to ensure organizational compliance and effectiveness	Organizational policies documented
Conduct performance reviews of project staff, manage project staff concerns and conflicts, oversee staff contracts and remuneration, and facilitate staff meetings	Performance reviews completed, successful communication with staff
Collaborate with the Project Manager and Finance Manager in the development of annual budgets and financial reporting	Budgets and financial reports completed
Develop 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; represent AGC and act as spokesperson at public functions, meetings and to the media as needed	Connections established with other entities, media coverage documented
Occasional travel to project sites, meetings, workshops and other fora as required	Field trips conducted successfully
Other tasks as may be assigned by the Project Manager or Executive Director	Tasks Completed

Knowledge & Skills

- At least 15 years of experience working with government (national and provincial)
- Strong knowledge in more than one of the following areas is a requirement: environmental management, public administration, training skills, technical (mechanic), Indonesian government and law, international development projects, community relations and regional governance, finance, and community development.
- Exceptional communication abilities
- Languages – **Bahasa Indonesia** - fluent (oral and written) AND **English** general professional proficiency (oral and written);
- Excellent analytical and practical understanding of the social, political and economic context of Indonesia.
- At least five (5) years' experience developing planning, resourcing, managing, monitoring and implementing development projects or similar projects.
- Ability to think, plan and work strategically and creatively.
- Experience of working successfully in a leadership role, supervising and coaching staff and leading them towards common objectives.
- Excellent communication and presentation skills, both written and verbal and the ability to use different communication media effectively, including email, telephone, Skype and written correspondence.
- Excellent interpersonal skills, including the ability to negotiate, persuade coach, mobilize and develop positive relationships with others internally and externally.
- Self-motivated and able to work with minimum supervision and guidance.
- Excellent problem-solving abilities, finding innovative solutions to difficult, complex and unpredictable challenges.
- Computer and internet proficiency (all Microsoft Office tools, databases, we research, web-based tools and transactions, etc.)
- Willingness to work irregular hours of work and overtime, in order to successfully meet deliverables.

Candidates with an established network of contacts in the sector, i.e. government, private sector, CSO will be preferred.

Supervision & Collaboration

The AGC Indonesia Representative is under direct supervision of the AGC Project Manager Indonesia.

Personal Attributes

- Autonomous
- Dedicated
- Self-starter
- Team player
- Acts with honesty and Integrity
- Willing to travel

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. To learn more about the Artisanal Gold Council, please visit www.artisanalgold.org. The final day of the application period is April 15, 2019.