



Position Description

Position Title:	Deputy Program Manager (DPM) Assistant
Primary Location:	Jakarta, with regular travel to Central Kalimantan, North Sulawesi, and other sites in Indonesia
Position Status:	1-year contract
Current Employee:	-

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 (SD-ASGM) is a 5-year project (2015-2020) that will be implemented through a partnership between Canadian based non-profit AGC and Indonesian based community development 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 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 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 signed in 2013 and are parties to.

GENERAL POSITION SUMMARY:

The DPM Assistant will serve in a supporting role, reporting to the Deputy Project Manager and will contribute directly to the successful delivery of the SD-ASGM project. The DPM Assistant will monitor, evaluate, and guide the achievement of project results while maintaining close awareness of project budgets, resources and timelines. Working closely with the DPM, the Assistant will ensure the project follows the funders' guidelines within the existing framework of AGC policies and practices. Among other tasks, but not limited to, produce reports and maintain accurate records of activities and finances; and attend relevant governmental and stakeholder meetings in Jakarta and in other project areas in Indonesia.

ESSENTIAL JOB FUNCTIONS:

- Support the development of project implementation and work plans, project strategies, finances, logistics, governance.
- Lead in project monitoring and evaluation of ASGM program implementation, including activities undertaken and modules produced by the local NGO/partners.
- Provide technical assistance to team and project partners to adjust plans and implementation to improve impact.
- Refine operational systems and policies to ensure organizational compliance and effectiveness.
- Coordinate with other local, national, and international agencies working in the same area.



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- Provide any requested support for performance reviews of project staff, managing project staff concerns and conflicts, and facilitating staff meetings, performance reviews documented, successful communication with staff.
- Assist with developing the organization's public profile and foster effective and productive relations with other NGOs, media organizations, government, and private entities in Indonesia; acting as a spokesperson at public functions, meetings and to the media as needed.

SUPERVISORY RESPONSIBILITY: Local partners.

REPORTS DIRECTLY TO: Deputy Project Manager.

WORKS DIRECTLY WITH: AGC Project Manager, Country Representative, Technical Team, Communication Team, Expert Team, Monitoring and Evaluation Officer, and local partners.

QUALIFICATIONS:

- Master or bachelor's degree in a relevant discipline (e.g.: Mining, International Development, Environmental Studies, etc.)
- Minimum 5 years M&E experience, Results Based Management proficiency (preferred).
- 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

The final day of the application period is March 29, 2019.

SIGNATURES:

Employee

Date

Supervisor

Date