

Terms of Reference Job Description

Post title:	Communications Officer
Duration:	Full-time (60 months, depending on funding availability, performance evaluation, and project needs)
Date required:	As soon as possible
Duty station:	Victoria, British Columbia, Canada

BACKGROUND

Organizational context

Based out of Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the work conditions and opportunities, as well as 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 in Africa, Asia and Latin America. 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, environmental science, and gold production and extraction. For more information about the AGC and its projects please visit 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 that are increasingly adopted by miners; 2) that national governments can guide the creation of an ASGM capital fund that will allow miners to invest in mercury free technologies, access responsible gold markets, and allow 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) that ASGM communities and government can agree on an approach to reach all ASGM communities in each country.

MAIN DUTIES AND EXPECTED OUTPUTS/OUTCOMES

The Communications Officer will work closely with the two National Project Managers and the International Knowledge Manager to design and implement the knowledge management and communications strategies for this project, as well as customize the activities for the national



setting. They will be responsible for taking large amounts of complex information and seeking innovative and effective ways to share this 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.

Main Duties	Output	Timing
Leading the planning, implementation, and execution of knowledge management and communication strategies for the project countries and in close collaboration with the Project Manager in Canada and the National Staff in Mongolia and the Philippines	Plans executed	Ongoing
Working closely with International Knowledge Manager to develop and populate knowledge management system	Knowledge management system populated	Ongoing
Coordinate and populate photo and video asset library	Photo and video asset library created	Ongoing
Drafting clear, concise and compelling marketing collateral, campaigns when necessary, newsletters, blog posts, and other program materials for various audiences through existing and future outreach channels, AGC’s website and social media pages and accounts	Project marketing complete	Ongoing
Building and maintaining project-relevant media contact lists	Media list created	Ongoing
Acting as translation coordinator, liaising to ensure timely and high-quality translation of all communication materials to the respective countries when required and in close collaboration with the National Staff	Materials translated	Ongoing
Communicating and collaborating with in-country partners, stakeholders, government officials at all levels, and others	Successful communication with project partners	Ongoing
Developing social media plans to raise awareness of the issues and opportunities of the ASGM sector in general, and in Mongolia and the Philippines in particular, in close collaboration with the National Staff	Social Media Established and Improved	Ongoing
Maintaining and regularly updating key messages, and drafting clear and concise speaking points for senior management during public appearances and interviews in accordance to project priorities and objectives	Talking points prepared and updated regularly	Ongoing



Main Duties	Output	Timing
Maintaining a clear schedule of past and future media interviews, public events, and outreach initiatives at HQ and in the project countries	Clear schedule and timetable of media and outreach opportunities created	Ongoing
Other tasks may be assigned as needed	Various	Ongoing

REPORTING

Regular calls will be organized among the Communications Officer and National Project Teams in Mongolia and the Philippines, and, if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner. Every quarter, the National Communications Officer is expected to submit brief communications reports to the Project Manager based in Victoria or the officer in charge.

QUALIFICATIONS

- Bachelor's Degree in Communications, Journalism, or related field; strong scientific and earth sciences knowledge is an asset.
- Willing and able to travel to project sites and internationally if/when required
- Able to thrive when working remotely, possess strategies for maintaining contact with team
- Self-motivated; motivated by goals and objectives
- Minimum of 3-5 years' relevant experience in a communications role.
- Knowledge of desktop publishing software (InDesign/Photoshop) is a big asset
- Excellent verbal, written, and interpersonal skills in English.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Video/photo editing skills are a strong asset.
- Experience in communications campaigns a big asset.
- Familiarity with the ASGM sector is a major advantage.

LANGUAGE

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

NOTE:

Strong preference will be given to candidates who are nationals of Mongolia, the Philippines, or a country of the region.

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