ORGANIZATION
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, and gold production and extraction. For more information about the AGC and its projects please visit www.artisanalgold.org.

POSITION OVERVIEW
The Project Manager (PM) will serve in a senior role within the organization and will be directly responsible for the successful delivery of a project that has sustainable development opportunities and the reduction of mercury use in the ASGM sector of Burkina Faso as a goal. In addition to providing overall direction and oversight for the project, the PM will ensure the achievement of project results while effectively managing project budgets, resources and timelines.

Working in Victoria, BC, and leveraging a successful career-to-date in managing large scale and complex development projects, the PM will work within the existing framework of AGC policies and practices, ensuring the project follows funder guidelines. The PM will report directly to the AGC Director of International Programs and will be responsible for overseeing the in-country national project manager and staff. The candidate will be equally comfortable in the office and overseas destinations where they will be exposed to other languages, field work, and a diversity of conditions and cultures.

RESPONSIBILITIES AND DUTIES
• Overall responsibility for all aspects of project operations, including the development of project implementation and work plans, project strategies, finances, logistics, communications, governance, project monitoring and evaluation, and administration
• Day-to-day monitoring of project implementation and progress
• Regular reporting to the Director of International Programs and Executive Director on progress, challenges, opportunities and learnings encountered during implementation
• Prepare project reports as required by the executive director, funders, regulatory bodies, and other project entities
• Recruit, train and provide ongoing support to country managers 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
• Help to develop and foster an organizational culture that attracts, retains, and motivates staff; provide leadership to staff, volunteers and partners and ensure a common vision and sense of purpose under which individuals constantly seek to learn, improve their own performances and the performance of the organization
• Refine operational systems and policies to ensure organizational compliance and effectiveness
• Ensure that staff are clear about their roles and responsibilities and held directly accountable for their work, manage project staff concerns and conflicts, oversee staff contracts and remuneration, and facilitate staff meetings
• Collaborate with Executive Director, Director of Finance, and Budget & Finance Officer in the development of annual budgets and financial reporting
• Develop the organization’s public profile and foster effective and productive relations with other NGOs, media organizations, government, and private entities; represent AGC and act as spokesperson at public functions, meetings and to the media as needed
• Ensure that there are mechanisms in place to receive feedback from staff, advisors, and external stakeholders regarding both the performance of the country project office and potential areas for future attention
• Significant travel to project sites, meetings, workshops and other fora as required.

QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL QUALITIES
The successful candidate will:
• Have a Master’s or Doctorate degree in a relevant discipline (e.g.: Mining, International Development, Environmental Studies, etc.)
• Demonstrate an in-depth understanding of artisanal and small-scale mining through prior work experience
• Show personal alignment with contributing to the mission of the organization
• Demonstrate the ability to manage large, complex international development projects with multimillion-dollar budgets and complex governance arrangements
• Have significant experience with development and donor projects, and adapting project delivery to the guidelines and requirements of funding partners
• Have significant experience with government relations, and partnering with government institutions in an international context
• Show demonstrated experience in building and managing budgets, monitoring spending, and making budgetary adjustments. Experience with audits an asset.
• Have excellent written communications skills including the ability to write progress reports, policy analyses, and media pieces
• Show demonstrated experience managing personnel
• 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
• Be able to work in Canada

LANGUAGES
Fluency in written and spoken French and English is essential. Knowledge of other local languages is an asset.

PROJECT CONTEXT
Upon hire, this position will be significantly involved with the GEF-supported programme “Global Opportunities for the Long-term Development of the ASGM sector (planetGOLD)”, a group of projects that have been designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved.

The objective of these projects is to contribute towards the elimination of mercury in the ASGM sector by applying a supply chain approach from the miners to refiners. The projects have four components: (i) formalization, (ii) finance and market access, (iii) technology transfer, and (iv) knowledge management.

The projects will 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.

APPLYING
Note that the successful candidate would be eligible for participation in benefit options offered to AGC employees, following a probationary period.

Applications should be submitted in English and accompanied by a CV, cover letter and salary expectation to careers@artisanalgold.org with attention to Rébar Jaff, Director of International Programs. The position will remain open until a candidate is selected.