

JOB DESCRIPTION

Post title:	National head of project administration and finances du projet
Project title:	planetGold Burkina Faso: "Contributing to the elimination of mercury and the improvement of the gold supply chain in the Artisanal Mining Exploitation sector and at Petite Scale d'Or (EMAPE)"
Duration:	36 months renewable every 12 months (part-time)
Based at:	Ouagadougou, Burkina Faso
Expected start date:	December 1, 2020
Salary:	Determined by experience and qualifications - paid in local currency
Counterpart:	Artisanal Gold Council (AGC)
Deadline:	Until the position is filled

Context

Located in Victoria, Canada, Artisanal Gold Council (AGC), the project's delivery agency, is a non-profit organization committed internationally to improving the economic, social and environmental well-being of the communities involved in the Gold EMAPE in Asia, Africa and Latin America through technology transfer, policy and market development, and awareness. The MCO includes core staff, associates and a board of experts (board of directors) in the fields of EMAPE, economics, sustainable development, social responsibility, human health and the environment, as well as responsible gold production and exploitation. For more information on the MCO and its plans, please visit www.artisanalgold.org

PROJECT DESCRIPTION

The Global Opportunities for The Long-Term Development of the EMAPE Sector (GEF GOLD), supported by the FONds for the Global Environment (FEM), was designed to address key issues related to the continued use of mercury and provide sustainable development opportunities for affected communities.

The objective of the proposed project is to contribute to the elimination of mercury in EMAPE operations, to facilitate access to financing and to improve the gold supply chain in order to provide Burkina Faso gold miners with more direct access to the international market. The project has four main Economiques areas: (i) the review of the political and legal framework supporting the EMAPE sector, (ii) the development and establishment of a revolving fund that encourages gold miners to follow the compliance processes of the Minamata Convention on mercury and the DORganisation of COoperation and Economic Development O(OECD), and leads to the export of mercury-free artisanal gold (iii) the establishment of vocational training programs and (iv) global knowledge management.

The project should demonstrate: 1) a transparent artisanal gold supply chain and an increase in the price of gold for gold miners selling through official channels, 2) loan applications approved from the Revolving Fund, 3) vocational training institutions that have adopted EMAPE education programs, including a mercury-free training system, and 4) information and knowledge about the project, disseminated to all stakeholders.

KEY FUNCTIONS AND EXPECTED RESULTS

The national project finance and administrator works under the authority of the national project coordinator and in close collaboration with the project finance manager at the MCO au siège social de l'headquarters. , provides support for annual budget and financial planning, supports variance reports as needed, cash accounting, supports cash management, team member expense reports, bank account management and conciliation, administration of office equipment and supplies (if necessary, and as required, and by the approval of the project finance manager in Canada), maintenance of financial policies and best practices in the opinion of the Canadian finance officer, various administrative tasks, importing equipment for the project, publication of job offers in Burkina Faso. The national administration officer maintains professional and regular communication with national team members and representatives at head office in Canada.

Main task	Result	Deadline
support the development of bi-monthly financial reports on time; collect financial and administrative reporting documents for all activities and support the project's financial accounting.	Gathering financial and administrative information on time	Continuous
Support compiling documents and reporting for the monthly audit process and make necessary changes.	Compilation of documents	Continuous
In collaboration with the national project coordinator, support the planning of the annual budget for the project, review all financial plans and budgets; monitor progress and changes, and keep the project management team informed of the organization's financial situation.	Planning and communication	Continuous
Head of cash accounting, cash management, expense reports of national team members, bank account management and conciliation	Contracts and financial management policies in place	Continuous
Administration of office equipment and supplies (as required, and with the approval of the project finance manager in Canada)	List of purchases of office equipment and supplies	Continuous
Educate the project's national team members on tools, policies, and administrative and financial procedures administratives et financières	Training conducted	Continuous
Supervise administrative functions and facilities to ensure efficient and consistent operations as the organization evolves.	Administrative functions and operational facilities	Continuous

REPORTING

Regular calls will be made between the national finance and project administration officer and the finance manager at MCO headquarters, and the national project coordinator, and, if necessary, other MCO staff to ensure that financial activities are conducted professionally and effectively.



QUALIFICATIONS

- At least a BAC-4 degree in business / Finance / Accounting
- In-depth knowledge of Microsoft Excel and operational knowledge of MS Office (Word and PowerPoint) and data asset management software
- Strong written and verbal communication and presentation skills
- Strong organizational and planning skills, with meticulous attention to detail
- Ability to thrive in a dynamic, fluid, fast-growing and collaborative environment
- The ability to multitask and work within tight deadlines
- Strong initiative and demonstrated experience as a problem solver and outstanding strategic thinking
- Ability to work and structure changing environments
- Ability to work independently and as part of a team with strong interpersonal and personal leadership skills
- An entrepreneurial, enthusiastic and customer service-oriented attitude that contributes to a friendly and respectful workplace with the team.

LANGUAGE

Mastery of written and spoken French is essential, and English is required.

To apply, please send a cover letter and resume with the title of the position in the subject line, at mbouboucari@artisanalgold.org