



# ARTISANAL GOLD COUNCIL

## POSITION DESCRIPTION

<b>Title:</b>	Project Manager – Latin America
<b>Duration:</b>	Length of project (varies)
<b>Date required:</b>	As soon as possible
<b>Location of work:</b>	Victoria, Canada, with significant international travel

### ABOUT THE ARTISANAL GOLD COUNCIL

The Artisanal Gold Council (AGC) is a not-for-profit organization based in Victoria, Canada. The AGC is dedicated to improving the opportunities, environment, and health of the millions of people involved in artisanal and small-scale gold mining (ASGM) in the developing world. Led by a multidisciplinary team of experts, the AGC is one of the few agencies in the world that has the sustainable development of the ASGM sector as its core mission.

Established in 2007, the AGC is known for innovation. We develop practical solutions to the challenges of the sector based on our deep field experience in artisanal and small-scale mining communities. The AGC employs an integrated approach to our programs focused on improved practices, governance, health, the environment, gender, markets and livelihoods.

The AGC is a fast-growing organization that is currently implementing projects in over a dozen countries around the world. For more, visit: [www.artisanalgold.org](http://www.artisanalgold.org)

### POSITION OVERVIEW

The Projects 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 the improvement of the artisanal gold mining sector as the principal goal. This will include developing a responsible sourcing system and the reduction of mercury use in gold production. 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, complex development projects, the PM will work within the existing framework of AGC policies and practices, as well as ensuring the project follows funder guidelines. The PM will report directly to AGC's Executive Director and will be required to work in close collaboration with country managers and staff in the project region.

### RESPONSIBILITIES AND DUTIES



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- 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 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, conduct performance reviews of project staff, 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 PhD degree in a relevant discipline (e.g.: Mining, International Development, Environmental Studies, etc.)
- Written and spoken fluency in English and Spanish is required. Abilities in other languages relevant to our work will be considered an asset
- 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



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- 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
- 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

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

**Expressions of interest in the position should be submitted in English and accompanied by a CV, cover letter and salary expectations. The position will remain open until a candidate is selected. Applications should be directed to [careers@artisanalgold.org](mailto:careers@artisanalgold.org)**

Thank you for your interest, applications will be treated in the strictest confidence. Please know that only those selected for interviews will be contacted. If your skills do not suit this position, but you believe you would be a great asset to the Artisanal Gold Council, we would like to hear from you. Send a letter of interest and CV to [careers@artisanalgold.org](mailto:careers@artisanalgold.org)