



ARTISANAL GOLD COUNCIL

POSITION DESCRIPTION

Title:	Project Manager (PM)
Duration:	Full time
Date required:	As soon as available
Location of work:	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. Overall, we aim to improve livelihoods and professionalize the ASGM sector to help develop it into a key and sustainable part of the global mining sector.

The AGC is a fast-growing organization that is currently implementing projects in over a dozen countries around the world. For more information, 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 projects that have the improvement of livelihoods and the professionalization the ASGM sector 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 with significant experience and technical knowledge in managing large scale, complex projects in the ASGM sector, the PM will work towards the achievement of the AGC's mission within the existing framework of AGC policies and practices, as well as ensuring the project follows any expected outcomes and guidelines from funders. The PM will report directly to the AGC Executive Director and will be required to work in close collaboration with country managers, technical experts, HQ staff, and others as needed.



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
- Contribute to technical discussions, science discussions, experimental and research design required to generate reproducible data and publishable results, business development discussions, and other brainstorming needs
- 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 and regulatory 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 organisations, NGOs, media agencies, 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.: Geology, Mining, Other Relevant Science, Business Administration, etc.)
- Demonstrate an in-depth understanding of artisanal and small-scale mining through prior work experience



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- Show personal alignment with contributing to the mission of the organization
- Demonstrate the ability to manage large, complex international projects with multimillion-dollar budgets and complex governance arrangements
- Have significant experience with development and donor projects, private sector 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 is an asset.
- Have excellent oral and written communications skills in English including the ability to write high quality reports, policy analysis, other types of publications including scientific, and media pieces. Other languages are a strong asset.
- Be able to communicate effectively with a variety of stakeholders but particularly directly with miners
- 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.

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