



Terms of Reference

Post title:	National Project Manager
Project title:	GEF GOLD Mongolia-Philippines: “Contribution toward the elimination of mercury in the artisanal and small-scale gold mining (ASGM) sector: from miners to refiners”
Work hours	Full-time; approx. 40 hours/week
Start date and contract duration	As soon as possible (12 months; subject to yearly renewal)
Duty station:	Quezon City, Philippines
Salary	Will be determined by experience and qualifications and paid in local currency
Deadline	Open until filled

ABOUT THE ARTISANAL GOLD COUNCIL:

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, 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. 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.

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 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.

MAIN DUTIES AND EXPECTED OUTPUTS/OUTCOMES:

The National Project Manager will serve in a senior role within the project reporting to the Mongolia-Philippines Project Manager (MPPM) and will be directly responsible for the successful delivery of the GOLD Child project in the Philippines. In addition to providing overall direction and oversight for the project, the National Project Manager will ensure the achievement of project results while effectively managing project budgets, resources and timelines. Working closely with the MPPM, the National Project Manager will ensure the project follows the funders’ guidelines within the existing framework of AGC policies and practices.

Main Duty	Output	Timing
Development of project implementation and work plans, project strategies, finances, logistics, communications, governance, project monitoring and evaluation, and administration	Project planning documents completed and reviewed regularly	Ongoing
Regular reporting to the MPPM and the Executive Director on progress, challenges, opportunities, and learnings encountered during implementation	Reports prepared	Ongoing
Prepare project reports as required by the Executive Director, funders, regulatory bodies, and other project entities	Reports prepared	Ongoing
Recruit, train, and provide ongoing support to specialists in the country of work 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	Country specialists	Ongoing
Refine operational systems and policies to ensure organizational compliance and effectiveness	Organizational policies documented	Ongoing
Conduct performance reviews of project staff, manage project staff concerns and conflicts, oversee staff contracts and remuneration, and facilitate staff meetings	Performance reviews completed, successful communication with staff	Ongoing



Collaborate with the Executive Director and Finance Manager in the development of annual budgets and financial reporting	Budgets and financial reports completed	Ongoing
Develop the organization's public profile and foster effective and productive relations with other NGOs, media organizations, government, and private entities in the Philippines; represent AGC and act as spokesperson at public functions, meetings and to the media as needed	Connections established with other entities; media coverage documented	Ongoing
Occasional travel to project sites, meetings, workshops and other forums as required	Field trips conducted successfully	Ongoing

REPORTING:

Regular calls will be organized among the National Project Manager and the MPPM, and, if needed, other AGC staff to ensure that the activities are undertaken according to schedule and in a satisfactory, timely and cost-effective manner. The National Project Manager is expected to submit quarterly progress and financial reports to the MPPM. Additional reporting may be necessary upon request.

QUALIFICATIONS & PROFESSIONAL QUALITIES:

- Masters or PhD in a relevant discipline (e.g.: Mining, International Development, Environmental Studies, etc.) or equivalent experience
- Ability to manage large, complex international development projects with multimillion-dollar budgets and complex governance arrangements
- Significant experience with development and donor projects, and adapting project delivery to the guidelines and requirements of funding partners
- Significant experience with government relations, and partnering with government institutions in an international context
- Excellent written communications skills including the ability to write progress reports, policy analyses, and media pieces
- 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
- Self-motivated, able to prioritize, and work with minimal guidance
- In-depth understanding of artisanal and small-scale mining through prior work experience is an asset

LANGUAGE REQUIREMENTS:

- Fluency in written and spoken English is a must
- Knowledge of other local languages is an asset

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, npm.ph@artisanalgold.org, and assist.ph@artisanalgold.org.