

Terms of Reference
Job Description

Position:	Assistant Field Coordinator (1 in Sagada, Mountain Province and 1 in Paracale, Camarines Norte)
Project title:	GEF GOLD Philippines: “Contribution toward the elimination of mercury in the artisanal and small-scale gold mining (ASGM) sector: from miners to refiners”
Work hours:	<i>Full-time; approx. 40 hours/week</i>
Start Date and Contract Duration:	<i>January 2021 (12 months; subject to yearly renewal)</i>
Duty station:	Sagada, Mountain Province or Paracale, Camarines Norte
Salary:	Will be determined by experience and qualifications and paid in local currency.
Application Deadline:	<i>Open until filled</i>

BACKGROUND:

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 (for more information about the AGC and its projects, please visit www.artisanalgold.org).

The AGC serves as the Executing Agency for the GEF supported programme in Mongolia and the Philippines entitled “Global Opportunities for the Long-term Development of the ASGM sector (GEF GOLD)” or planetGOLD--designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved. The objective of the 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.

In partnership with the Philippines’ Department of Environment and Natural Resources (DENR), the project is expected to demonstrate: 1) government incentives to formalize the ASGM sector in the 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 the government agreeing on an approach to reach all ASGM communities in each country.

As the agency mandated to administer the nation’s mineral lands and mineral resources, the DENR Mines and Geosciences Bureau (MGB) was tasked to be the focal agency of the Philippine Government in the execution of the project. In the sector of small-scale mining, its role is to develop the sector and serve as the primary Office under the DENR that initiates the development of related policies in general. Its regional directors are also the chairperson of the Provincial/City Mining Regulatory Boards.



Specific to the project, the MGB partakes in the coordination of the project activities, particularly those relating to the functions of other government institutions. It also chairs the Philippines' Project Management Committee for the planetGOLD Project whose functions include, among others, providing guidance and support to the Project Management Unit toward the attainment of the Project objectives.

RESPONSIBILITIES:

The **Assistant Field Coordinator** will help with monitoring and coordinating the planetGOLD project in the field. He/She will provide general support to the project staff in implementing project activities.

Tasks may include, but not be limited to, the following:

- Participate in activity planning and execution;
- Build and maintain collaborative relationships with local stakeholders;
- Assist in organizing meetings, trainings, and workshops on the ground and in online platforms;
- Coordinate and assist in making travel arrangements for participants of events and project staff in connection with project-related travels;
- Prepare unofficial translations and act as interpreter for project staff;
- Collect data in the field (as needed);
- Provide at least weekly updates on activities conducted; and
- Perform other duties as may be required by AGC Philippines.

ORGANIZATIONAL SETTING AND REPORTING:

The **Assistant Field Coordinator** will report directly to the Field Coordinator and Community Relations Specialist of Artisanal Gold Council-Philippines. He/She will be reporting on an agreed work arrangement with AGC Philippines and will be assigned to one of the project sites; Sagada, Mountain Province or Paracale, Camarines Norte.

QUALIFICATIONS

- Must hold a bachelor/college degree;
- At least 2 years previous field experience in a non-government organization, ideally in a similar role;
- At least a basic knowledge of the ASGM sector and a good understanding of cross-cutting and interdisciplinary issues (technical, environmental, legal, economic, social, etc.) related to ASGM;
- Experience working with remote rural communities;
- Highly organized with the ability to produce quality work and meet tight deadlines;
- Excellent communication and representative skills (written, oral, cross-cultural)
- Willingness to travel and work irregular and flexible hours;
- Basic knowledge of Microsoft Office tools like Excel, Word, and PowerPoint;
- Resident in one of the project sites;
- Knowledge of Kankana-ey (for Applicants from Sagada) is required.

To apply to this position please send a cover letter and resume, stating the job title in the subject line, to assist.ph@artisanalgold.org.