

Terms of Reference
Job Description

Post title:	MGB Support Staff
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:	May 2022 (12 months; subject to yearly renewal)
Duty station:	Quezon City, Philippines
Application Deadline:	Open until filled

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 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 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 **MGB Support Staff** is responsible for the coordination among the DENR-MGB, AGC, and stakeholders related to the project, specifically the planning, management, monitoring and evaluation (M&E) of the project. The candidate shall be a dedicated and goal-oriented project officer with knowledge in development management, compliance documentation, and technical report preparation and writing. The work will be a mix of office and on-field activities to evaluate opportunities directly, monitor project activities, and connect with local stakeholders.

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

- Participate in project planning, execution, monitoring, and evaluation;
- Participate and assist in project coordination meetings, review meetings, conduct of trainings, workshops, and Information, Education, and Communication (IEC) activities;
- Undertake regular field visits to provide technical guidance, pursuant to the approved work programs;
- Update the work and financial plan and program of the project;
- Plan programs and formulate training designs for capacity-building activities for the division and the two (2) project sites, pursuant to the approved work programs;
- Monitor the project schedule to ensure timely delivery of outputs;
- Manage the M&E activities and reportorial requirements of the project, particularly ensuring compliance with M&E policy requirements of the MGB-Planning, Policy and International Affairs Division (PPIAD) and DENR-Foreign Assisted and Special Projects Service (FASPS);
- Consolidate and/or prepare, as well as submit reports on activities undertaken for the project as part of program evaluation;
- Forecast monthly financial and procurement requirements for the activities; and
- Perform other tasks that may be assigned by the immediate supervisor.

ORGANIZATIONAL SETTING AND REPORTING:

The MGB Support Staff shall report directly to the Chief of Mining Technology Division of Mines and Geosciences Bureau and the National Project Manager of Artisanal Gold Council-Philippines. He/She will be reporting on an agreed work arrangement with the MGB and will be assigned to the Mining Technology Division office in Quezon City, Metro Manila.

QUALIFICATIONS:

- Must hold a bachelor's degree relevant to the job, preferably in Engineering;
- At least 1-3 years of technical experience in project planning, M&E, and implementation follow-up;
- Advanced skills in mixed-methods approaches in conducting project management and monitoring (e. g. M&E systems and tools, etc.);
- Demonstrated capacity to gather, validate, and analyze project data, and provide possible courses of action;
- Strong analytical and problem-solving skills;

- Excellent written and oral communication skills;
- Strong computer skills;
- Ability to engage different stakeholders including high-level government officials, local government and other community authorities, mining groups, etc.; and
- Experience in portfolio review meetings and assessments is an advantage.

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