



ARTISANAL GOLD COUNCIL

POSITION DESCRIPTION

Title:	Projects Manager (PM)
Duration:	Full time
Date required:	As available
Location of work:	Victoria, Canada, with significant international travel

ABOUT THE ARTISANAL GOLD COUNCIL

Through our global partnerships and innovative programs, the Artisanal Gold Council (AGC) carries out its mission to improve 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 at the forefront of catalyzing the change towards sustainable development in the ASGM sector.

Established in 2007, and located in Victoria, Canada, AGC creates innovative and practical solutions based on our deep field experience working with artisanal and small-scale mining communities and as well as to our collaborations with international partners. 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 implementing projects in over a dozen countries around the world. We foster a team culture that is creative, collaborative and offers diverse experience from working with local communities to engaging with international funders.

For more information, please visit: 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 projects that support the AGC's mission of the improvement of livelihoods and the professionalization the ASGM sector. 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 Senior Project Manager and will be required to work in close collaboration with country managers, technical experts, HQ staff, and others as needed.



RESPONSIBILITIES AND DUTIES

Leadership

- 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, administration and ongoing monitoring of project implementation and progress

Communications

- Report regularly to the Executive and prepare project reports for funders, regulatory bodies, and other project entities
- Contribute to technical discussions, science discussions, experimental and research design required to generate reproducible data and publishable results, business development discussions
- Participate in the development of the organization's public profile and represent AGC as spokesperson at public functions, meetings and to the media
- 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

Team Management

- 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
- 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

Stakeholder Engagement

- foster effective and productive relations with other organizations, NGOs, media agencies, government, and private entities

Budget Management

- Refine operational systems and policies to ensure organizational and regulatory compliance and effectiveness
- Work with the Executive and Finance teams on the development of annual budgets and financial reporting

This position will involve 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, Geography, Business Administration, etc.)
- Ideally have an in-depth understanding of artisanal and small-scale mining through prior work experience; or from a related sector such as large-scale mining, or resource extraction
- Demonstrate the ability to manage large, complex international projects with multimillion-dollar budgets and complex governance arrangements
- 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 such as French and Spanish are strongly desired.
- Be able to communicate effectively with a variety of stakeholders but particularly directly with miners and to be comfortable in field settings
- Be self-motivated, able to prioritize, and work with minimal guidance
- Be able to work in Canada
- Express a personal commitment to the mission of the organization

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.



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