



Terms of Reference

Position title:	Database Specialist
Duration:	Permanent, full-time
Date required:	Immediately
Duty station:	Victoria, BC Canada

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.

The AGC is a fast-growing organization that is currently implementing projects in over a dozen countries around the world. For more, visit: www.artisanalgold.org

POSITION OVERVIEW:

You are skilled with manipulating, presenting, and writing about quantitative data, including building and maintaining databases, working with and creating thematic maps, and maintaining archives. Data may take the form of scientific data, demographic data, financial data, and photos and literature. You are comfortable with and can interpret diverse and complex data and clearly present it to varied audiences. This part of the role is focused on not only processing and organizing data, but also on sharing your analytical expertise with staff to help design our various projects and to help maintain a standardized data lifecycle on all projects.

You consider yourself a scientist, with the proactivity, persistence, and curiosity that comes with that line of work. You are scientifically literate and comfortable with academic research, writing and statistical analysis. You have applied experience with the scientific process and feel confident about applying your scientific mindset to new topics and challenges. You should be comfortable with IT hardware and systems, such that you can assist the team with simple troubleshooting or monitor a back-up system that is already in place. This part of the job is best suited for someone who is a skilled and comfortable communicator, enjoys problem-solving, and has a reasonable degree of familiarity with computers and technology.

You will be based in Victoria but will support, assist and collaborate with staff working in different technical areas and who travel to numerous countries and operate in several languages.

RESPONSIBILITIES AND DUTIES:

- Design, implement and maintain databases and other information management platforms
- Manipulate complex data sets
- Interpret and analyze data and knowledge drawn from projects and research; use a variety of ways to present analysis and information
- Innovate new analysis and knowledge management products and protocols
- Contribute analysis products to written and visual publications, including project reports
- Carry out simple mapping, overlays and plotting with digital maps,
- Provide general technical support to employees; conduct hardware/software training to staff as needed
- Create organizational standards and process documentation, such as IT Policy & Procedures
- Work with staff to ensure standardized data collection, reporting, and analysis procedures

It will be considered an asset to also perform the following duties:

- Geomatics: using field data and GIS software to collect, analyze, manipulate, and present spatial information
- Have knowledge of open-source GIS software
- Geosciences or engineering skills and knowledge that can contribute to other project aspects such as 3D deposit modelling, mineral processing system design, site assessment, training, etc.
- Operating maintaining, troubleshooting and calibrating scientific field equipment
- Troubleshooting IT hardware and systems
- Creating and maintaining digital media asset management and/or knowledge management systems

QUALIFICATIONS AND EXPERIENCE:

- An undergraduate or master's degree in a scientific discipline
 - Geosciences/geospatial/engineering disciplines are an asset
- Previous experience in a similar role with hands-on experience
- Applied experience with scientific research, writing, and methodology
- Experience working with complex data sets, including building and managing databases
- Demonstrated experience with database querying and analysis, including visual representations of data
- Familiarity with programming languages an asset (eg. SQL)
- Proficiency and familiarity with software, including but not limited to MS Office (including 365), G Suite, database platforms (e.g., Excel, Access), statistical software (e.g., SPSS, R) and GIS software with preference to open-source platforms.
- Experience with operating and maintaining scientific laboratory and/or field equipment an asset: GPS devices, balances, microscopes, analytical instruments etc.
- Field work experience an asset
- Must be a self-starter with excellent organizational, time management and problem-solving skills; ability to manage multiple priorities within tight timelines
- Proven ability to work independently and in a team environment with minimal supervision
- Professionalism in appearance, communication and conduct
- Excellent English verbal and written communication skills with the ability to interact professionally with a range of peers and audiences
- Bilingual English/French/Spanish an asset

HOW TO APPLY:

Note that the successful candidate would be eligible for participation in benefit options offered to AGC employees, following a probationary period. **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**