



Terms of Reference

Position title:	Project Coordinator
Duration:	12-months with possibility of renewal dependent on performance
Date required:	January – December 2023
Duty station:	Georgetown, Guyana with travel to project sites

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 for the sector's challenges 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 worldwide. For more information, visit: www.artisanalgold.org.

ABOUT THE PROJECT

The United States Department of State funded project “Roadmap to Responsible Gold” is a 36-month long project. The project is designed to enhance existing national strategies to build a legal, professional, and mercury-free ASGM sector in Guyana. Over the project lifecycle, the AGC Guyana team in-conjunction with AGC HQ, will develop and field test tools required to bridge the gap between the status quo of small-scale gold mining and the needs of responsible investors who can finance improvements to the sector at greater scales. This will be done through a four (4) pillar approach comprised of the following:

Pillar One: Coordination, scoping, identification of potential partnership to build an in-country network of stakeholder support.

Pillar Two: Identification of promising pilot sites and characterization of site conditions including the geological, mineralogical, and metallurgical potential.

Pillar Three: Define a road map for the creation of a Guyanese Hg-free small-scale gold mining enterprise.

Pillar Four: Monitoring and Evaluation

JOB DESCRIPTION AND MAIN DUTIES

The Project Coordinator (PC) will represent the AGC and take a leading role in the execution of all activities associated with the Project in-country. This will involve building a network of stakeholders amongst the ASGM sector, which includes but is not limited to, representatives from the US Embassy in Georgetown, mining groups and associations, local NGOs executing ASGM-related projects, the Government of Guyana, large-scale mining companies, educational institutions, and any others deemed beneficial to the project. As this is a forward-facing role, the candidate is expected to bring ASGM experience and their network to the Project and have an active professional interest in reducing and/or eliminating mercury-use from ASGM in Guyana. In addition to providing overall direction and oversight for the Project, the PC will ensure the achievement of project results while effectively managing project budgets, resources, and timelines. The position will primarily be based in Georgetown but will require semi-frequent travel to ASGM sites in the interior.

The Project Coordinator will work alongside a national Administrative and Logistics Coordinator, as well as a Mercury Researcher with leadership from AGC HQ's Project Director and Project Manager. Further technical expertise will be provided by the AGC's team of professional geologists, processing engineers and finance specialists.

Duties include:

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 Project Manager and Executive Director on progress, challenges, opportunities, and learnings encountered during implementation	Reports prepared	Ongoing
Prepare project reports as required by the Project Manager, funders, regulatory bodies, and other project entities	Reports prepared	Ongoing
Recruit, train and provide ongoing support to country support staff 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 support staff	Ongoing

Main Duty	Output	Timing
Refine operational systems and policies to ensure organizational compliance and effectiveness	Organizational policies documented	Ongoing
Develop the organization's public profile and foster effective and productive relations with other NGOs, media organizations, government, and private entities in Guyana; 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 fora as required	Field trips conducted successfully	Ongoing

REPORTING

Regular calls will be organized among the Project Coordinator and the AGC HQ Project Manager, and if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner.

Every quarter, the Project Coordinator is expected to submit progress and financial reports to the AGC HQ Project Manager and Finance team. Additional reporting may be necessary upon request.

QUALIFICATIONS & PROFESSIONAL QUALITIES

- Have a Bachelor's or Master's degree in a relevant discipline (e.g.: Mining, Geology, International Development, Environmental Studies, etc.)
- Demonstrate an in-depth understanding of artisanal and small-scale mining through prior work experience
- Demonstrate the ability to manage international development
- Have significant experience with development and donor projects, and adapting project delivery to the guidelines and requirements of funding partners
- Have significant experience with government relations, and partnering with government institutions in the Guyanese context
- Have excellent written communications skills including the ability to write progress reports and other reporting as needed
- Be 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
- Be self-motivated, able to prioritize, and work with minimal guidance

LANGUAGE

Fluency in written and spoken English is required. Additional language abilities in Portuguese, Spanish, local languages etc. are considered an asset.

HOW TO APPLY

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. For any questions concerning the position, please contact tholmes@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.