



Terms of Reference

Position title:	Data and Knowledge Analyst and Manager
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 artisanal mining sector based on our deep field experience with its communities in many remote parts of the world. The AGC employs an integrated approach to our programs that is focused on improved practices, governance, health, the environment, gender, markets and livelihoods. We develop excellent and respectful relationships with our constituency.

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 presentations and maps, and maintaining archives. Data may take the form of scientific data, demographic data, financial data, satellite and drone imagery, digital photo and videos, 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 projects. You will also work with AGC's various innovators to help develop new data tools.

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. You should be comfortable with IT hardware and systems, such that you can advise on IoT (Internet of Things) equipment and scientific instrumentation and assist teams with simple setup or troubleshooting. 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 IoT technology.

You will be based in Victoria and will be trained on ASGM by senior staff but also will support, assist and collaborate with staff working in different technical areas and who travel to numerous countries and operate in several languages. It is not required but could be advantageous if you are also able and interested in travel to project countries.

RESPONSIBILITIES AND DUTIES:

- Design, implement and maintain databases and other information management platforms
- Create and manipulate complex data sets and new IoT tools.
- Interpret and analyze data and knowledge drawn from projects and research; use a variety of ways to present analyses 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
- Geosciences or engineering skills and knowledge that can contribute to other project aspects such as deposit modelling, mineral processing system design, site assessment, data collection training, etc.
- Operating maintaining, troubleshooting and calibrating scientific field equipment
- Troubleshooting IT hardware and systems
- Creating and maintaining digital asset and knowledge management systems
- Participating in the innovation of IoT applications for the ASGM sector

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 is an asset
- Proficiency and familiarity with software, including but not limited to MS Office, G Suite, Github, database platforms (e.g., Excel, Access), statistical software (e.g., SPSS, R) and GIS / RS software with preference to open-source platforms.
- Experience with operating and maintaining scientific laboratory and/or field equipment an asset: GPS devices, balances, microscopes, weather stations, drones, 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**