Terms of Reference

Post Title:	**Community Relations Officer/Field Coordinator**
Duration:	Full-time (Approx. 37.5 hours/week)
Start Date and Contract Duration:	January 20th, 2025 (1-year and renewable, depending on budget availability and performance)
Duty station:	Lusaka, Zambia
Salary:	Will be determined by experience and qualifications and paid in local currency.
Deadline	January 10th , 2025

ORGANIZATIONAL BACKGROUND

Based out of Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the work conditions and opportunities, as well as the 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 in Africa, Asia and Latin America. The AGC consists of a core staff, associates and a council of experts (Board of Directors) in areas of ASGM, economics, sustainable development, social responsibility, human and environmental health, and gold production and extraction. For more information about the AGC and its projects please visit www.artisanalgold.org

Project description

The planetGOLD Zambia project is funded by the Global Environment Facility (GEF) and implemented by the UN Environment Programme (UNEP). Artisanal Gold Council is the executing agency for the planetGOLD Zambia project working together with the Zambia Environmental Management Agency (ZEMA). The project is designed to reduce the use of mercury in the ASGM sector in Zambia through a holistic, multisectoral integrated formalization approach and increased access to finance, leading to the adoption of sustainable mercury-free technologies and access to traceable gold supply chains. It consists of 4 Components – enhancing formalization of ASGM sector, access to finance enhanced by financial inclusion and responsible supply chains, enhanced intake of mercury-free technologies, knowledge sharing, communication and local capacity-building support.

Project implementation will contribute to the development of legislative, regulatory and policy frameworks by the government with the participation of ASGM cooperatives in selected ASGM communities, serve as a forum between ASGM community and government, develop mechanisms of accessibility to ASGM sector financial support and enhance capacity of local ASGM to create transparent and traceable supply chains, use mercury-free technologies and improved practices of gold-mining, promotes environmentally-friendly technologies and addresses gender-differentiated needs with subsequent dissemination of results (knowledge products and tools) among planet GOLD project stakeholders in Zambia and make these outputs available globally

through planetGOLD program.

RESPONSIBILITIES

The Community Relations Officer/Field Coordinator role will be the ambassador of the project in terms of interaction with communities and individuals in the project regions and sites. As such they will work closely with the National Project Manager, as well as all the Project staff working on the technical, health, gender, and communications aspects of the in-country activities.

The logistics of site selection, site visits, technical installations, community engagement, local partner collaboration and formalizing agreements, and liaising between miners and all elements of the International and national project teams will be under the guidance of the Community Relations Officer/Field Coordinator.

Main Duty	**Output**	**Timing**
Plan field trips (e.g., choose areas to visit, schedule trip, etc.) and make needed logistical arrangements, in coordination with AGC' staff.	Field trip reports produced	Ongoing
Collect and analyze data during field research trips (e.g., visit mines sites, interview miners and their families, etc.)	Data collected and analyzed	Ongoing
Building and maintaining collaborative relationships with local partner organizations and miners	Partnership agreements developed	Ongoing
Communicating with in-country partners, stakeholders, government officials, and others	Successful communication with project partners	Ongoing

REPORTING

Reports to the National Project Manager and regular calls will be organized between the Community Relations Officer/Field Coordinator and partners, if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner.

The Community Relations Officer/Field Coordinator is expected to contribute to related reporting as needed.

Qualifications

- Bachelor's Degree in Development Studies, Sociology, Arts, Social Development, Management, Social Law or related field, Masters Degree in relevant/related will be an added advantage
- Minimum 2 years experience working with non-profit organizations and/or international organizations is an asset
- Deep knowledge of artisanal gold mining in project country, including practices and mining processes
- Experience conducting field research (social and technical) and supervising staff
- Experience working with remote rural communities and labour associations (specifically miners' associations)
- Experience in community consultations and handling of community grievances
- Experience in implementing or monitoring compliance with gender related, environmental or mining projects
- Ability to build strong stakeholder relationships, and proven tenacity to influence partners and stakeholders to achieve safeguard outcomes
- Ability to manage teams, complex projects, work on deadlines, establish procedures for monitoring and reporting
- Comfortable using Microsoft Office suite

Language

- Familiar with English written and spoken and able to speak two local Zambian languages.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, **amwailenge@artisanalgold.org ;** rpainter@artisanalgold.org **;** Deadline is 10th January, 2025.