



A supply and value chain approach will be utilized and issues of gender and the rights of indigenous people integrated into these actions. This project is part of a wider effort to facilitate green growth through a responsible mining sector and will be harmonized with a NORAD-funded sister project, **Addressing Drivers of Deforestation in Guyana and Peru**.

The Project Director will work closely with the CI-Guyana team and project partners in the execution of the project **“A supply chain approach to eliminating mercury in Guyana’s ASGM sector: El Dorado Gold Jewelry – Made in Guyana”**. The incumbent will be responsible for management of specific project related tasks (planning, implementing, reporting and monitoring).

**Key Responsibilities:**

<u>Task/Duty/Responsibility</u>	<u>Percentage of time</u>
Provides day-to-day leadership and high-quality delivery of the project, including field operations, administration, logistics and procurement.	20%
Provides leadership, supervision and support, to project technical and administrative staff, subcontractors, and short-term consultants to ensure effective project implementation across project components and deliverables.	20%
Prepares and submits in a timely manner project reports, annual work plans, and other documents as required by the donor, partner organizations, government and other stakeholders.	15%
Manages budget, financial, and administrative aspects of the project, ensuring financial oversight and compliance in established accounting principles and donor regulations.	10%
Facilitates knowledge management, communications, and information flow for the project, ensuring that all internal and external stakeholders are updated.	5%
Manages, in coordination with the CI-Guyana, relationships and work with implementing partner organizations.	5%
Manages donor relationships, along with the CI-Guyana.	5%
Participates in regular site visits to the project areas to assure project progress towards activity objectives and goals.	5%
Represents the project and CI at external meetings and events as required.	5%
Coordinates and communicates on a regular basis with internal CI staff and partners. Coordinates and facilitates both steering committee meetings and technical committee meeting of the project	5%
Liaises with the CI-GEF Project Agency on issues related to the project implementation and reporting. Work with PMU to identify and implement follow up actions when necessary.	5%
Perform other duties as required.	

**Education, experience, skills and abilities:**

- Advanced degree in relevant discipline or field related to the objectives of the project with at least 5 years’ experience OR Bachelor’s Degree in relevant discipline or field related to the objectives of the project with at least 7 years’ experience.
- Direct project management experience

- Background/knowledge in natural resource management or mining would be an asset.
- Minimum of 5 years' experience supervising and motivating others including multi-disciplinary teams with proven experience hiring, training, and supervising teams of international and local staff
- Technical experience in the NGO, advocacy or related arena would be an asset.
- Experience and knowledge of relevant donor regulations, policies and procedures with demonstrated success managing projects of similar scope and scale preferred.
- Experience with GEF projects would be an asset.
- Experience working and collaborating with diverse sets of stakeholders, such as local NGOs, government officials, donor representatives, local and international staff.
- A record of success in influencing and partnering with key stakeholders.
- Ability to work well under pressure, multi-task, set priorities, and deliver quality results
- Demonstrated ability to implement projects with rigorous timelines and deliverables and to track program quality through donor approved monitoring and evaluation systems.
- Excellent written and verbal communication skills, including technical writing, with written and oral English fluency required.
- Proficiency in Microsoft Office suite, including Word, Excel and Outlook.

#### **Supervisory responsibilities/Authority allocated:**

- The Project Director reports to the Director of Field Implementation, working closely with the project management unit, CI-Guyana, and the Project Steering Committee.
- This position supervises employees as determined through the implementation of the project document.
- This position may represent the program in technical issues.
- This position has the authority to make decisions within the scope of the approved annual and quarterly workplans and budget.
- The position has authority to represent the organization externally.
- The position has authority to organize meetings internally and externally in the execution of his/her duties.

#### **Working conditions:**

- The person in this position will work out of CI-Guyana's Georgetown Office on a normal basis but may be required to work out of the Lethem or any other office and under field conditions from time to time. Some international travel will be expected.
- The person in this position may be required to travel to the field for periods of time. While in the field, regular office hours (9:00 - 17:00hrs) may not be observed and hours of work are flexible according to the work to be done. While in the field, persons would be provided with accommodation free of charge. The person will either receive a per diem or meals will be provided, at the option of CI-Guyana.

#### **Other:**

- The individual in this post must be people-oriented and possess strong networking skills.
- The individual needs to be able to work with minimal supervision.
- The individual needs to demonstrate strong teamwork ability.
- The individual must have an excellent understanding of the Guyanese Society in general.
- The individual must be ambitious, and driven to succeed and grow.

**CI Values:** *We expect that all employees will embrace the values of our organization.*

- **Passion:** We are inspired by nature and cherish the diversity of life in all of its forms.

- **Respect:** We respect and trust each other, and we embrace our diversity of cultures, talents, and experiences.
- **Integrity:** We act with integrity and are accountable for our actions.
- **Optimism:** We are optimistic about the future of life on Earth and are confident that, with our partners, we will achieve unprecedented conservation results.
- **Courage:** We tirelessly pursue our vision, taking bold action and persevering through challenges.
- **Teamwork:** We work together, recognizing that openness, collaboration and cooperation are fundamental to achieving a healthy and prosperous world for all.

<b>Approval/Acceptance of Job Description</b>
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Position Supervisor name	<i>Signature</i>	Date
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Division Head name	<i>Signature</i>	Date
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Employee name	<i>Signature</i>	Date
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Human Resources name	<i>Signature</i>	Date
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