



LEVIN SOURCES

Job Description Programme Manager, CVCFG

Job title:	Programme Manager, CVCFG	Contract:	Full time. Fixed-term/Project based. Note: the contract for this role is subject to the continuation of the project. Project due to end Sept 2023.
Employer:	Levin Sources	Remuneration	£ 30-35,000 based on experience
Location:	Great Shelford, Cambridge. (Currently remote working due to Covid 19)	Reporting to:	Project Director, Rachel Brass
Closing date:	24 July 2020		
Contact:	For more information on the role, please contact Rachel.Brass@levinsources.com or Rosanna.Tufo@levinsources.com		
Application process:	CV and covering letter to Jane Barnett (jane.barnett@levinsources.com)		

About Levin Sources

Levin Sources is a social venture and consultancy that builds enduring value for society and the environment by helping governments, businesses, and civil society uphold human rights, conduct business responsibly and enable good governance in accordance with the UN Sustainable Development Goals.

We are an impact-driven, commercially focused company that delivers solutions for a diverse client base across countries and cultures. We support governments, large and small private sector entities, bilateral and multilateral donor agencies, and civil society - from mines to marketplaces.

For ten years, we have conducted desk and field-based projects with mining, metallurgy, manufacturing, jewellery, and technology clients on diverse minerals, including but not limited to gold, diamonds, coloured gemstones, development minerals, and technology critical elements (like cobalt, tin, tantalum, rare earth metals), across supply chains in locations across Europe, Africa, North & South America, and Asia. Recent project examples illustrate our diverse project pipeline and income streams:

- Leading the collection of critical data on the impacts of COVID-19 on ASM communities in Mozambique, Zimbabwe, Uganda and the DRC.
- Supporting the governments of Kenya and the Democratic Republic of the Congo (DRC) with the development of national strategies for their ASM sectors.
- Helping large-scale mining companies develop ASM management systems and chain of custody management systems and 'clean mineral' frameworks that allow them and their clients to make sustainability claims about their products.
- Establishing due diligence and ASM sourcing strategies for the world's biggest gold refiner and the UK's smallest but most pioneering jewellery brands, amongst others.
- Striking new ground to drive improved environmental performance in mining by leading research into 'Forest-Smart Mining' for the World Bank.



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We are constantly evolving and seeking out new opportunities to steer pioneering, impactful projects that operate over a longer timeframe. We are expanding our team to ensure we have the best people to facilitate project implementation and policy work. Our work is challenging and takes us to complex and exciting geographical and political environments and industry sectors.

Levin Sources is committed to providing equal employment opportunities to all candidates regardless of race, ethnic origin, religion, physical or mental disability, sexual orientation and gender identity. We have created an inclusive environment where all team members, including many working flexible hours, belong.

Project Introduction

The **USAID-funded *Commercially Viable, Conflict-Free Gold (CVCFG) Project*** (known locally as Zahabu Safi) aims to tackle economic injustice and conflict by driving better business in the gold supply chain. The five-year programme seeks to strengthen the responsibly sourced gold supply chain originating from eastern Democratic Republic of the Congo (DRC). The project aspires to improve access to markets for artisanal and small-scale mining cooperatives and facilitate international responsible ASM gold trade. The consortium responsible for implementing the project is led by [Global Communities](#).

Using a private sector-centric approach, the program will address downstream and upstream barriers to achieving commercially viable, conflict-free, Artisanal and Small-scale Mining (ASM) gold supply-chain originating in eastern DRC. This will be achieved by:

- **Objective 1:** To increase demand for and co-investment in conflict-free traceable, responsible ASM gold from eastern DRC.
- **Objective 2:** To increase exports of conflict-free, traceable responsible ASM gold from eastern DRC.
- **Objective 3:** To improve the commercial viability of ASM gold cooperatives.

As a core member of the consortium Levin Sources is leading Objective 1 and providing support for Objective 2.

You can read more about the project so far here: <https://www.levinsources.com/content/topic/cvcfg>

Job Purpose

The incumbent of this role will be responsible for **CVCFG programme** management aspects on behalf of Levin Sources. This will involve day to day oversight of the delivery plan, keeping track of project risk and compliance issues, working closely with the finance manager and being the principal point of contact for monitoring and evaluation and impact reporting.

You will support the Levin Sources' Project Director, Rachel Brass, by ensuring all aspects of the project are compliant with USAID guidance and that programme management best practice principles are applied. You will be a key point of contact for the wider Levin Sources project team, ensuring their work is delivering against the long-term project delivery plan.

Main Duties

To lead and be accountable for the following programme management duties:

Delivery Plan: ensuring that different parts of the Levin Sources team and external consultants where necessary, are on track with their activities and flagging where the work plan has issues. P
Alongside the Project Director, planning & overseeing inputs from wider Levin Sources team.



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Risk Management: oversight of the Levin Sources project risk matrix, ensuring alignment with Global Communities’ risk strategy and flagging new and increasing risks which need managing through the project or by Levin Sources.

Financial Management: working closely with the finance manager to ensure activities and budget are aligned and spend is in line with projections.

Project monitoring: monitoring, evaluation and learning lead for Levin Sources – working closely with the MEL team at Global Communities to keep the MEL plan (AMELP) up to date and relevant. Ensuring that the results framework is guiding Levin Sources activities. Reporting impact and progress.

Contracts and suppliers: ensuring Levin Sources work is carried out in compliance with our partnership agreement with Global Communities and that any other procurement is carried out in line with requirements.

Other duties: involvement in consortium meetings – via conference call and in person – especially for elements with a project management focus (e.g. the pause and reflect moments).

Note that these responsibilities will evolve according to the development of the project and to guarantee its success.

This job may involve travel to Washington DC, DRC and Europe, pending the evolution of the COVID-19 public health crisis.

Desired specifications

Required Experience and Qualifications	<ul style="list-style-type: none"> • 5 + years of experience of programme management in a relevant international development sector • A detailed understanding of programme/project planning including: monitoring & evaluation, budgeting, risk management, compliance, coordinating teams and work planning. • Experience in project management for multi-year donor-funded projects and/or similar large budget projects • Rigour, diplomacy and empathy • Fluency in English
Preferred technical experience	<ul style="list-style-type: none"> • A formal programme management qualification (e.g. PRINCE II) • Experience working with/in Africa • Experience working with international government donors – ideally US. • Ability to work in French
Qualities	<p>Values</p> <ul style="list-style-type: none"> • Values-driven with a passion for people, planet, and the conviction to push and enable commercial actors and their regulators to drive meaningful social change • Passion for driving social transformation through good governance and better business • Strong interest in social and environmental issues associated with emerging markets and supply chain management.



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Interpersonal

- Works collaboratively, builds cohesion, performs well individually and within a team
- Connects with colleagues and clients of varied nationalities, specialisms, backgrounds, and commercial contexts

Communication

- Ability to present project data in a format suitable for the audience (verbal or written).

Work Style

- Attention to detail
- Thrives in a fast-paced environment, dealing with a varied workload and meeting tight deadlines
- Can-do attitude with a willingness to backstop and enable other team members and multi-task
- Determined, hardworking, and organised
- Innovative problem solver, confident to take the initiative, happy speaking truth to power