



**TERMS OF REFERENCE  
FOR PROVIDING SERVICES AS SITE MANAGER  
RELATED TO THE  
DESIGN, CONSTRUCTION AND COMMISSIONING OF AN ENVIRONMENTALLY  
RESPONSIBLE GOLD MINING PROCESSING PLANT IN THE DISTRICT OF  
BROKOPONDO, SURINAME**

<b>Position:</b>	<b>Site Manager – National (individual) consultant</b>
<b>Project Title:</b>	Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Artisanal and Small-Scale Gold Mining (EMSAGS)
<b>Duration:</b>	6 months (with the possibility of extension)
<b>Location:</b>	Paramaribo and district Brokopondo, Suriname
<b>Contracting Entity</b>	EMSAGS Project Management Unit (PMU)
<b>Operational Supervisor:</b>	Jacetec Solutions

## **1. BACKGROUND**

The Project “*Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Artisanal and Small-Scale Gold Mining*”, (EMSAGS Project) is a GEF funded project being implemented in Suriname by the Ministry of Natural Resources and the National Environmental Authority (NMA) as national implementing partners, the Ministry of Spatial Planning and Environment as Beneficiary and with support from the United Nations Development Programme (UNDP). A Project Management Unit (PMU) is responsible for the day-to-day management of the project execution.



The project seeks to improve the environmental management of mining in Suriname, particularly small-scale gold mining. To do so, the project works at the policy level with government stakeholders, as well as with miners themselves to demonstrate the environmental and economic benefits of environmentally responsible mining practices (ERMPs) and technologies.

The EMSAGS Project is planning the set-up of a demonstration plant in Brokopondo, possibly in partnership with both large scale mining (LSM) companies and ASGM. Based on the results of site assessments and the criteria as outlined in the project document, the project will select the site for setting up the demonstration plant.

The EMSAGS Project has contracted the international firm Jacetec Solutions (Jacetec) – based in Vancouver, BC, Canada- to design, construct and commission a mercury-free processing plant in the district of Brokopondo. The Project has also contracted an international technical consultant to oversee the work done by Jacetec and as such supervise the constructing, testing and commissioning of the demonstration plant.

Contractual Clarification: The Site Manager will be contracted directly by the EMSAGS PMU as a national individual consultant. Operationally, the Site Manager will report directly to, and take direction from, the designated contact point at Jacetec Solutions. Coordination with the EMSAGS PMU and the international technical consultant will be required as outlined below.

**The EMSAGS project and Jacetec Solutions are now seeking a qualified Site Manager (individual)** to oversee and manage (on-site) activities related to the setup of the demonstration plant, ensuring safety, productivity, and efficiency, while adhering to rules and regulations as well as company policies.

## **2. Overall Scope of Work**

The Site Manager oversees and manages activities related to the setup of the demonstration plant, ensuring safety, productivity, and efficiency, while adhering to rules and regulations as well as company policies. This includes supervising the construction works, equipment set up, scheduling tasks, training stakeholders and resolving any issues that may arise. The Site Manager also plays a crucial role in maintaining a productive and sustainable mining environment and supports stakeholders in their efforts towards responsible artisanal mining.

This position is required to supervise and coordinate activities related to the construction of the Mercury free Demonstration plant and coordinate its access amongst artisanal mining stakeholders.



### 3. Key activities and responsibilities

#### **The Site Manager performs the following duties:**

- Supervise, coordinate and schedule the activities of the construction and commissioning of the Demonstration plant and related laboratory activities.
- Coordinate access and services provided to the artisanal miners for trial processing and testing services, under guidance of Jacetec.
- Establish methods to meet work schedules and objectives.
- Coordinate with partners on timely delivery of equipment and logistics for procurement of goods to site.
- Confer with managerial and technical personnel, EMSAGS PMU and contractors to solve problems and coordinate activities.
- Oversee the safety of the demonstration plant activities. The Site Manager is responsible for the safety of works within the processing plant area.
- Solve work problems and recommend ways to improve delivery of schedules.
- Request materials and supplies.
- Train stakeholders such as artisanal miners in plant operation duties, tasks, safety procedures and policies governing the operations of the Demonstration plant and company policies.
- Supervise sub-contractors working at the Demonstration plant construction.
- Support the ASGM Stakeholders in hiring of workers to operate the plant.
- Prepare site development progress and production other reports as required.
- Understand and comply with appropriate legislation, such as the Health & Safety.
- Ensure adherence to company and partner policies and procedures.
- Reports directly to Jacetec Solutions: Prepare regular (e.g., weekly) site development progress reports, safety logs, and other reports as required by Jacetec and the EMSAGS PMU.

#### **Key Responsibilities:**

- Supervision & Coordination:

Oversee and direct the activities of construction and commissioning of the Demonstration plant, including coordination of each section of unit operations with respect to overall processing and recovery. (ie. Crushing/Grinding, Gravity Concentration, Sluice Box, etc.) to ensure timely delivery of as per planned project schedule.



- Supervision of Engineering and Construction works

Supervise (local) sub-contractors working on site preparation and ancillary construction and engineering works and ensure compliance with designs and regulatory requirements under Jacetec's guidance. Provide local context to Jacetec regarding site designs and requirements for commissioning the Demo plant.

- Logistics and Procurement

Coordinate the (on-site) logistics and procurement of local goods with the EMSAGS project and ensure timely execution of project as per schedule developed by Jacetec.

- Works budget

Assist Jacetec/EMSAGS in developing estimates/budgets for local works and ancillary tools and site activities for review and approval.

- Safety Management

Ensure the safety of all personnel and the plant facilities by adhering to safety protocols, conducting hazard assessments, and implementing safety measures.

Ensure construction of plant, tailings facilities comply with safety requirements and protocols under Jacetec's technical direction.

- Workforce Management

Train, motivate, and develop the partner workforce, including new and experienced employees, ensuring they have the adequate skills and knowledge in the operation and maintenance of the plant and associated facilities to perform their daily tasks/duties effectively and safely.

- Operational Efficiency

Plan and organize daily activities to achieve development and production goals and targets, optimize resource utilization, and minimize any downtime.

- Problem Solving



Identify and resolve site specific work problems, recommend improvements to productivity, and address any challenges that arise on the site. Also provide support and assistance to troubleshooting or other issues.

- Compliance

Adhere to all relevant legislation and regulations concerning safety, employment, and environmental protection as well as company policies.

- Communication

Maintain open communication with project owner, key partners, supervisor, management, team members, and other stakeholders, ensuring clear and timely information flow.

- Team Building

Foster a positive and productive working environment by building teams, motivating individuals, and promoting collaboration.

Plan programs for capacity building and training stakeholders for plant operations, environmental management, safety and related technical operations.

- Resource Management

Request materials and supplies, monitor inventory, and ensure the proper and efficient use of equipment and resources.

#### **4. Skills & Qualifications:**

- Technical Knowledge & Aptitude:

Adequately sufficient and satisfactory understanding of construction of mineral processing facilities within Suriname, mining operations, safety procedures, and relevant regulations.

- Leadership and Management:

Demonstrate responsibility, ability to supervise, motivate, and develop a team.



- **Communication and Interpersonal Skills:**

Demonstrate ability to communicate effectively, build relationships, and resolve conflicts.

- **Problem-Solving and Decision-Making:**

Ability to identify and resolve problems, make sound decisions, and recommend improvements.

- **Planning and Organization:**

Ability to plan, organize, and schedule work activities to meet production goals and targets.

- **Safety Knowledge:**

Thorough understanding of mining safety practices and regulations.

- **Environmental Safeguards**

Good knowledge of tailings dam management

- **Work Experience:**

Relevant experience in construction, mining operations, or site management, preferably with supervisory or management experience. Experience working with ASGM communities is an asset.

- **Educational Background:**

Relevant work experience is prioritized. A diploma/degree in civil engineering, mining engineering, construction management, or related field is preferred.

### **Other Qualifications**

- Should have strong leadership, communication and mechanical skills.
- Should be physically fit and have knowledge of safety procedures.
- Should be comfortable working both independently and in a team setting.
- Must be observant, proactive, responsible and able to enforce procedures.
- Valid Surinamese driver's license.



## 5. Application process

The applicant must submit:

- Statement of why the applicant considers her/himself suitable for this consultancy;
- CV indicating all past experience, as well as the contact details (email and telephone number) of the Consultant and at least three (3) professional references.
- Applications must be submitted digitally no later than the deadline mentioned in the advertisement to the email address: [info-EMSAGS@nimos.org](mailto:info-EMSAGS@nimos.org)

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