

<b><u>Position:</u></b>	<b>Research Grant Manager</b>
<b><u>Project:</u></b>	<b>African Extractivism and the Green Transition</b>
<b><u>Reporting to:</u></b>	<b>Professor Richard Saunders, Project Director</b>
<b><u>Contract Term:</u></b>	<b>December 1, 2023 – November 30, 2024 with possibility of renewal.</b>
<b><u>Annual Salary:</u></b>	<b>\$ 58,000 annually</b>
<b><u>Hours of Work:</u></b>	<b>35 hours per week</b>

#### **OVERVIEW:**

‘African Extractivism and the Green Transition’ is a 6-year \$2.5 million SSHRC Partnership Grant project that seeks to consolidate a network of universities, civil society think tanks and advocacy organisations, mining stakeholder associations and policy-focused bodies working on issues involving critical minerals, local development and regulatory reforms in four countries in southern Africa: DRC-Congo, Tanzania, Zambia and Zimbabwe. Our team consists of 9 partner organisations and 22 researchers in 5 countries, and includes academics, civil society researchers and activists, and public policy researchers. The partnership aims to address research gaps in 4 policy areas critical for contemporary mining sector reforms: (1) the formalization and incorporation of Artisanal and Small-scale Mining into critical minerals supply chains; (2) the reframing of mining taxation to leverage revenues and fund expanded social services; (3) the fostering of links between domestic industry, renewable energy transition critical minerals; and (4) the engagement of transnational frameworks and regulations with the aim of expanding national policy space. The project has 3 overall objectives: the creation of high-quality research supporting the translation of African critical minerals policy debates into action; the fostering of more inclusive policy-making by strengthening the participation of diverse mining interests and social groups who have historically been excluded from policy-making; and the facilitation of sharing within Southern Africa and internationally of new research and policy innovations

#### **JOB PURPOSE:**

We are seeking a dynamic Project Manager (PM) responsible for sustaining the partnership and facilitating coordinated research activities among partners. The PM will report to the Project Director (Professor Richard Saunders, Department of Politics, York University) and work with research team members and academic and community partners in Africa, Europe and Canada, with country-level managers of the partnership, with staff at York university (the host institution of the partnership), and within the partnership’s governance structures. The PM will manage, enhance and support the research undertaken by the project’s co-investigators, collaborators, Post-Doctoral Fellows, students and partner organizations; and will facilitate the project’s research planning and events, manage the budget and financial monitoring, coordinate and minute meetings of the partnership’s governance structures, provide support for knowledge mobilization, report to funding institutions, and support other activities directly related to the research and knowledge mobilization activities pursued under the auspices of the partnership.

While this position will be hybrid, work will be performed primarily on campus at York University, with a minimum of 3 days per week required at the Keele Campus project office.

## **MAJOR RESPONSIBILITIES:**

### ***Administration and Management***

- Provides support to the research process, including arranging and managing ethics reviews, maintaining research information including confidential materials and data, and assisting in the review, submission and management of research proposals and processes
- Arranges and attends team meetings; manages partnership communications; takes, distributes and archives minutes; and helps produce, distribute and archive agendas, governance documents, research activity templates, and other related documentation produced within the project
- Monitors calls for proposals and other funding opportunities for the purposes of supporting grant activities and new applications
- Coordinates and assists with preparation, writing and submission of grant proposals related to funding project initiatives (conferences, publications, etc.), including formulating budgets in accordance with York University and agency policies
- Facilitates involvement of undergraduate and graduate students in research conducted by the project team (e.g. as RAs, Research at York (RAY) students, contributors to research clusters), including preparing contracts and submission of HR documents and timesheets
- Ensures maintenance, function and allocation of space, equipment, furnishings and supplies, including key distribution, in the project offices
- Coordinates and is responsible for the supervision of project support personnel (e.g. research assistants, web designers, social media specialists, Photovoice and Audio/Visual trainers, Knowledge Mobilization specialists); including ensuring compliance with York University HR policies, Occupational Health and Safety requirements, the prioritizing and phasing of assigned tasks, facilitating and providing instruction, arranging schedules and managing performance
- Responsible for other duties assigned

### ***Financial/Reporting***

- In conjunction with the Project Director, develops and monitors grant budgets and prepares financial forecasts
- Processes all receipts and payment transactions, including payroll, timesheets, ETFs, non-resident payments and journal transfers and tracks cash and in-kind contributions; and arranges for set up of sub-grant agreements if applicable
- Prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses
- Manages the finances of all other successful funding proposals associated with and supporting the partnership project
- Maintains filing systems for all paperwork, ensuring all original invoices and receipts, copies of forms and timesheets are filed and kept for the required time period
- Reviews year-end financial reports (form 300) generated by Research Accounting for all grants for approval by the Project Director
- Prepares, under the guidance of the Project Director, interim and final financial and reports for all grants supporting the project
- Other financial and reporting duties as necessary depending on the grant

### ***Event Planning***

- Coordinates and provides support for organising project events including conferences, workshops, summer schools, Photovoice exhibitions, Podcasts and other broadcast partnership events, and team meetings
- Assists with preparing event materials, booking venues, arranging for catering and A/V equipment, making travel and hotel arrangements, corresponding with event participants, and event wrap-up activities (e.g. reimbursement of expenses and paying vendor invoices). Note: may require availability for occasional evening and weekend events
- Coordinates site visits (in collaboration with country-level managers), including budgeting for travel and overseeing logistics

### ***Communications***

- Serves as the primary contact and resource for the day-to-day coordination and planning of the partnership's research activities, in collaboration with the project's governance structures
- Maintains effective and collaborative relationships with internal and external partners including the research team, Post-Doctoral Fellows, students and other researchers, partners as well as VPRI, Research Accounting, Procurement and other York faculties and units
- Works with partners to help develop effective seminars, workshops, and symposia and other knowledge mobilization strategies
- Supports the development of appropriate materials related to research findings that can assist in conversations with policy makers, service providers, and other stakeholders.
- Develops metrics related to Knowledge Mobilization activities and outcomes that will be monitored
- Works with partners and research team members to build and foster relationships with stakeholders in the partnership and ensure they are providing updated content for the website and other Knowledge Mobilization platforms
- Liaises with translator(s) to ensure equitable French/English print/online presence
- Works with the Project Director and partners to leverage resources to support the development of plain language research summaries in English, French and appropriate indigenous languages
- Identifies and leverage resources (e.g., KMb Unit at York University) that can support Knowledge Mobilization training opportunities/associated events for students/non-academic partners
- Supervises the design work of the social media and website research assistants, to ensure a strong social media/website profile/presence for the project through its web-based distribution of information about the project
- Manages the Partnership's website and social media platforms, generating timely content to maintain engagement with community members
- Ensures the effective flow of information internally and externally including promotional materials, announcements, correspondence, or other activities as assigned
- Develops annual and final reports for external funding agencies as required

## QUALIFICATIONS:

### Experience, Skills and Specialized Knowledge:

- A Master's degree (PhD would be an asset) in political science, political economy, International Development or a related field, OR at least 3 years of professional administrative experience in the social sciences and development with record of engaging with academic research and/or contexts
- Experience in extractive industries, Southern African political economy and policy-related research is a strong asset
- Excellent management and administration skills, and a demonstrated capacity to assist with large budgets and maintain deadlines
- Demonstrated experience in project administration (experience in a university environment and in arts organizations is an asset), including strong scheduling and record keeping skills and ability to support projects in meeting milestones and deadlines
- Excellent ability to assist in preparing grant applications (knowledge of SSHRC grants is an asset), responses to funders and financial reports, for various audiences
- Excellent teambuilding, scheduling, planning, coordination, and organizational skills, and experience working with multidisciplinary and multi-sectoral partnerships
- Initiative, high level of self-directedness and strong problem solving skills
- Excellent oral and written communication skills, including strong interpersonal skills and ability to deal courteously and effectively with people
- Ability to juggle multiple priorities in a high pressure environment
- Strong computer skills (including advanced level in Excel and proficiency with MS Office - Word, PowerPoint, etc.), and demonstrated capacity for using word processing and spreadsheets, management of shared-access folders, and secure back-up and storage of project files
- Ability to maintain project websites (knowledge of WordPress would be advantageous)
- Experience using and instructing on the use of social media (Facebook, Twitter, and YouTube) for Knowledge Mobilization
- Demonstrated experience with producing events (conferences, workshops, exhibitions, etc.), including coordinating logistics, supporting related information and publicity activities, and related tasks.
- French language skills are an asset

### APPLICATION INSTRUCTIONS:

To apply, please submit a cover letter and CV to **Professor Richard Saunders, Project Director** ([rsaunder@yorku.ca](mailto:rsaunder@yorku.ca)) by November 24, 2023. Please put the job title in the subject line. Applications will be assessed as they are submitted, and interviews may start before the closing deadline.