



TERMS OF REFERENCE [TOR] FOR THE POSITION OF MANAGER OF THE TECHNICAL SERVICES UNIT.

POSITION TITLE: MANAGER, TECHNICAL SERVICES UNIT (TSU)
REPORTS TO;
TECHNICALLY: CHAIRMAN OF THE TECHNICAL SUB-COMMITTEE
ADMINISTRATIVELY: ADMINISTRATIVE MANAGER
POSITION CODE: M TSU-GGDMA
AGENCY: THE GUYANA GOLD AND DIAMOND MINERS ASSOCIATION (GGDMA)
UNIT: TECHNICAL SERVICES

I. ACCOUNTABILITY OBJECTIVE:

Responsible for the planning, directing and coordinating of the technical services programs of GGDMA; research, advise and report on technical assistance programs on; mineral exploration/prospecting, extraction/processing for increased efficiency, effectiveness in mineral recovery with the aim of improving productivity, and providing sound best practices with respect to occupational health and safety practices.

II. DIMENSIONS OF POSITION:

NATURE AND SCOPE OF THE POSITION:

The **Manager, Technical Services Unit** is required to coordinate Technical Professional and personnel engaged in the deliverance and promotion of best or appropriate mining techniques/methods and to formulate research methodology and projects to serve the local mining Industry. The Incumbent **is responsible to** oversee the implementation of projects under the GGDMA mandate.

The **Manager, Technical Services Unit** monitors the promotion of best mining techniques or methods to determine the feasibility, practicality, suitability or applicability for the small and medium scale mines of Guyana.

The Incumbent is responsible for examining policies and recommending changes relating to functions and structure of the Unit, developing and maintaining systems for collection, monitoring and evaluating data; formulating, implementing and monitoring projects to ensure consistency with policies and legislations.

The **Manager, Technical Services Unit** determines on an annual basis the **Major Job Objectives** for personnel and identifies and discusses with subordinates the **Key Results Areas** to be used as determinants to their performance results on a quarterly and annual basis.

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain **GGDMA** overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position.)

DEVELOPS policies, formulates plans and leads discussions relating to improving mineral exploration, processing and recovery.

OVERSEES the formulation and implementation of technical outreach programs or projects for research or investigation to promote best practices in mining.





MANAGES staff in the executing of projects and technical assistance programs.

MONITORS the performance of the work undertaken by the technical services unit to ensure consistency to the laws and regulation governing mining.

LEADS research for improving and developing concepts, theories and operational methods related to improving efficiency and productivity in mining.

INTERPRETS research data and prepares reports on best practices in mineral exploration, processing, recovery, health & safety and environmental management.

INITIATES Staff training and training for Small and Medium-Scale miners in the area of mineral exploration, processing, recovery, occupational health & safety and environmental management.

IV. GGDMA TSU MANAGER POSITION DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

JOB TITLE: Manager, GGDMA Technical Services Unit.		JOB CODE NUMBER: M TSU-GGDMA	
	FACTORS	SUBSTANTIATING DATA	
1	EDUCATION	Degree in Mining Engineering, Geology, Minerals Engineering, Mineral Processing Engineering from a recognized University or School of Mines. Or a Master Degree in Natural Sciences.	
2	EXPERIENCE/JOB KNOWLEDGE	Professional experience of five to ten years required. Ability to lead and develop staff in the investigation of the best mining techniques. Knowledge of computers Systems essential. Ability to integrate analysis of data, direct work related activities and achieve precision working.	
3	SUPERVISION & RESPONSIBILITY.	Responsible for managing the Technical Services activities of GGDMA; the Department's Field and Special Projects; monitoring and evaluating the performance of staff. Preparation of reports, reviews, budgets and work program.	
4	PROCEDURES & SYSTEMS	The Incumbent participates in the development of policies, the formulation of plans and discussions relating to best practices in mineral exploration, processing, recovery, health & safety and environmental management.	
5	DECISION-MAKING	Decisions are made in consultation with the Chairman of the Technical Service Committee of GGDMA.	

