

Vacancy - Government, Public Affairs & Communications Manager

SUMMARY

Job Title:	Government, Public Affairs & Communications Manager
Contract Type:	Permanent half-time contract (CDI-50%) if in France. To be discussed otherwise
Organization:	<u>Responsible Mica Initiative</u> (RMI)
Direct Manager:	RMI Executive Director
Location:	Remote or Hybrid (Paris or Saint Malo, France)
Compensation:	20 to 22.5k€ gross per year (half-time), depending on profile and experience
Starting date:	ASAP

Applications must include a CV, a cover letter, and a list of references. Incomplete applications will be disregarded.

THE CONTEXT OF MICA INDUSTRY

Mica is a family of 37 minerals used in many applications. Its visual properties make it an exceptional pigment base. Mica is widely used in the cosmetics industry, in paints and coatings, and in inks. Mica is also an excellent insulator. It is used in the electronics industry, in plastics as a filler, and in building materials. The petroleum industry, especially drilling, also uses mica for its specific properties. The automotive industry, as a user of paint and electronic components, is an important end user of mica.

About 25% of the world's production comes from India, in particular from the two states of Bihar and Jharkhand, where mica is produced by artisanal miners. Similarly, a significant portion of the world's production comes from the southern regions of Madagascar. The poverty-stricken situation in which artisanal mining communities live often leaves them with no choice but to rely on their children's work to support the family. The lack of access to quality education, social services, ... are other root causes for this situation. In 2019, it was estimated that 10,000 children were working in mica mines in Madagascar, and in 2022, that 30,000 children were working in mica mines in Bihar and Jharkhand.

ESTABLISHING COLLABORATION

In 2016, stakeholders from across the mica value chain, including mica using companies, NGOs and other civil society organizations, eager to find ways to address the systemic issues of child labor and poor working conditions in the upstream mica value chain (mines and processing units) gathered in New Delhi, India, for the first-ever Mica Summit. Together, they committed to action. The Responsible Mica Initiative (RMI) was born.

ABOUT THE RESPONSIBLE MICA INITIATIVE (RMI): TOWARDS FAIR, RESPONSIBLE & SUSTAINABLE MICA SUPPLY CHAINS

The Responsible Mica Initiative (RMI) is a global ‘Coalition for Action’ - putting policy into practice - comprised of multiple organizations committed to establishing fair, responsible and sustainable mica supply chains globally, that will eliminate unacceptable working conditions and eradicate child labor.

RMI uses a multi-stakeholder and holistic approach that engages companies, civil society organizations, industry associations and governments to develop and implement three integrated program pillars that will establish responsible workplace standards, empower local communities, and establish a legal framework for the mica sector.

RMI's program pillars follow and fulfill the goals established by intergovernmental agencies, such as the UN Guiding Principles on Business and Human Rights, the United Nations Sustainable Development Goals (SDGs), and the OECD's Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict and High-Risk Areas. Since its creation, the approach developed by RMI has been recognized on multiple occasions as innovative and effective (by the U.S. Department of Labor, by the United Nations, by the International Labor Organization).

Today, RMI has more than 85 members, including companies in the cosmetics, paints, pigments, automotive, cables and other industrial applications industries, as well as their suppliers, and NGOs.

JOB DESCRIPTION

The Responsible Mica Initiative is looking for a Government, Public Affairs & Communications Manager, to further increase the visibility and credibility of RMI's mission and programs; to gain support of RMI's various audiences around the specific issues RMI is addressing; to strengthen RMI's attractiveness by demonstrating effectiveness of the innovative means mobilized to carry out its mission; to improve answers to members', partners' and other stakeholders' needs in terms of communications while maintaining them informed of RMI's progress; to strengthen RMI's Government and Public Affairs related activities.

The Government, Public Affairs & Communications Manager will take over some of his/her tasks from the current RMI Executive Team Members, under their guidance, and will be expected to develop and reinforce them.

Important to note for this position, RMI sees its role as one of mobilizing, catalyzing, stimulating, acting, transforming, implementing at scale, ... all this in a positive and supportive energy. RMI does not want to be a whistleblower, but a resource and solution provider.

NB: the application of a candidate with a profile more related to communications and public relations, or a person with a profile more related to influence and Government Affairs, and who will demonstrate a strong will and capacity to develop the second facet with the support of RMI Team will fully be able to retain RMI's interest.

MISSIONS & RESPONSABILITIES

Reporting to the RMI Executive Director based in Saint Malo, France, and in support of the entire executive team (based in France, India and Madagascar) and members of RMI, the Government, Public Affairs & Communications Manager will:

- **Oversee the internal & external communication efforts of the Initiative.**
 - Design, plan, implement, monitor and evaluate the Initiative communication strategy,
 - Write, edit and distribute various types of content, including material for the website, press releases, speeches, marketing material, brochures annual progress reports, and other types of content,
 - Rethink then deploy internal communication to the Initiative's members (current newsletters, ...),
 - Support organization, preparation and attend different internal and external events, forums, ... (*limited number*),
 - Prepare and facilitate the Initiative's internal Communication Action Group meetings (*around 4 online meetings a year*),
 - Prepare and monitor the Initiative's communication budget.

- **Manage the Initiative's public image and reputation.**
 - Manage the Initiative's social media communications (content creation and release; responses if need be),
 - Plan PR campaigns and strategies,
 - Maintain a database of media organizations and ensure regular contacts within them,
 - Prepare and occasionally conduct interviews with media personnel,
 - Prepare common language for the Initiative and its members in the event of a media investigation / request. Inform members and coordinate responses,
 - Monitor news, public and media's opinion of the Initiative, and react - on a case-by-case basis - under Executive Director supervision.

- **Develop and manage all Public Institutions (Government, Supra National Bodies) Relations activities.**
 - Monitor relevant legislation and policy activities (EU, US). Update and advise the Initiative's Team about relevant policy proposals and actions, and analyze potential impacts for the Initiative and its members,
 - Develop and coordinate government relations strategy with other relevant stakeholders,
 - Develop materials in support of the Initiative's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, letters...
 - Plan meetings, participation to events and other activities to support the Initiative's government relations goals,
 - Provide technical assistance to the Initiative's team on government relations issues.
 - Prepare the Initiative's budget for government relations activities and monitor its implementation.

KNOWLEDGE & SKILLS

- Excellent oral and written communication skills
- Knowledge of media production and communication, as well as associated tools
- Good networking skills
- Ability to multitask and prioritize projects
- Planning and organization skills
- Thorough and attention to details
- Ability to work well with others / to be of service to others
- Knowledge of the codes of the associative, governmental and corporate sectors
- Be a force of proposals, initiative taking, persuasive.
- Problem-solving skills
- Autonomy
- Humble, persevering, trustworthy
- Capable to analyze and interpret legislation and policy documents
- Fluent in English and French (oral and written)

EDUCATION & EXPERIENCE:

- Degree in communications, public affairs, public relations, political science or related field.
- At least five years of progressively responsible, professional experience in communications, public affairs, and/or government related activities required.

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TO APPLY

Interested candidates can send their application (CV, cover letter and list of references) to the following email address, mentioning the job title in the email's subject line: recruitment@responsible-mica-initiative.com.

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