



The Alternative Mining Indaba wishes to hire a Coordinator for a period of 6 – 8 months.

TITLE OF POSITION: AMI COORDINATOR

STATION: OFFICE-BASED, JOHANNESBURG (Bench Marks Foundation Offices)

Reports to: the AMI Chairperson, with overall accountability to the AMI Steering Committee. The AMI Coordinator will be hosted by the Bench Marks Foundation.

ABOUT US

1. The Alternative Mining Indaba (AMI)

The Alternative Mining Indaba (AMI) is a platform created by Faith Based Organizations (FBOs) and civil society organizations (CSOs) concerned with the social injustices prevalent in the African mining industry, and it has since expanded to consider extractives in general. This initiative was triggered by the fact that every year for the past 25 years, mining companies, investors, financiers, and governments have been meeting at the African Mining Indaba (MI) in Cape Town to discuss the future of African Mining, yet important stakeholder communities directly affected by mining were not invited to this platform. Therefore, the AMI was established in 2010 to give African Mining Communities a platform to be capacitated and voice their concerns about African Mining. Since its inception, the AMI has advocated for equity and justice in how the benefits of these mining resources are shared, and has called for good governance, transparency, and accountability in the sector. Over the years, the AMI has also become a platform to strengthen advocacy work and develop strategic tools to address challenges faced by the extractive sector.

2. Bench Marks Foundation

The Bench Marks Foundation, based in Johannesburg, South Africa, hosts the AMI Coordinator and chairs the AMI Steering Committee. The Bench Marks Foundation is an independent, faith-based non-profit organisation that monitors the corporate social responsibility performance of multinational corporations operating in the extractive sector across Southern Africa, and advocates for communities affected by mining.

Job Description

- Provide secretariat services to the AMI.
- Represent AMI at relevant national, regional, and international meetings.
- Assist with fundraising for future AMI projects in collaboration with the Bench Marks Foundation and AMI Steering Committee.
- Coordinate and provide secretarial support for regular AMI Steering Committee meetings.
- Assist the AMI SC with the institutionalization of the AMI.
- Assist with implementation of the AMI Strategic Plan.
- Work towards the expansion and popularization of the AMI.
- In liaison with AMI SC members, develop and implement the AMI annual work plan.
- Track, link and collate reports of National Alternative Mining Indabas.

- Other relevant tasks may be assigned by the Bench Marks Foundation or the AMI Steering Committee in line with the job description and outputs.

Qualifications

- A graduate level in any branch of economics, political science or Humanities.
- A post graduate qualification in the same field is desirable but not required.
- Previous engagement with a network-based NGO would be an added advantage.

Required work experience and proven results from previous positions:

- Proven experience in structured organisation of civil society groups.
- Proven experience in organising events.
- Proven experience in writing newsletters, social media, and mobilisation of civil society.
- Proven experience in fundraising.
- Clear communicator (Strong communication skills).
- Experience in fundraising and management of donor funds.
- Great interpersonal skills.
- At least three years of experience in a similar position.

Role Output

- Documented AMI processes and proper filing (both electronic and hard) of all main documents.
- Increased visibility of the AMI.
- Sustainable and diverse funding for the implementation of the AMI Strategic Plan in the medium term (2.5 years).
- Steering committee up to date and involved in major decision making in line with the future direction of the movement.
- AMI constituting documents in place and in line with the members' vision for the movement.

We kindly ask you to carefully read the Bench Marks Foundation and ACT Alliance Codes of Conduct for the prevention of misconduct, including corruption, fraud, exploitation and abuse, including sexual; and to ensure child safeguarding and the Protection from Sexual Harassment, Exploitation and Abuse and Child Safeguarding policy before you submit your application. If you are the selected candidate for this position, you will be asked to complete and sign our Code of Conduct and Protection from Sexual Harassment, Exploitation and Abuse, and Child Safeguarding policy.

Bench Marks Foundation/AMI is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.

The successful candidate will be expected to start on 5 October 2026.

Please apply with a detailed CV and reachable References to: recruit@bench-marks.org.za

by no later than 11 September 2026.