

Position Title: Governance Specialist
Company: Dundee Precious Metals Inc.
Location: Toronto, Ontario
Reports to: Senior VP Investor and Regulatory Affairs
Application Deadline: June 13, 2012

About Dundee Precious Metals Inc.

Dundee Precious Metals Inc. is a well-financed, Canadian based, international gold mining company engaged in the acquisition, exploration, development, mining and processing of precious metals. The Company's principal operating assets include the Chelopech operation, which produces a gold, copper and silver concentrate, located east of Sofia, Bulgaria; the Kapan operation, which produces gold, copper, zinc and silver concentrate, located in southern Armenia; and the Tsumeb smelter, a concentrate processing facility located in Namibia. DPM also holds interests in a number of developing gold properties located in Bulgaria, Serbia, and northern Canada, including interests held through its 51.4% owned subsidiary, Avala Resources Ltd., its 47.3% interest in Dunav Resources Ltd. and its 11.5% interest in Sabina Gold & Silver Corp.

DPM has an environment that encourages creativity and offers employees rewarding global experiences. As an equal opportunity employer, who believes in workplace diversity, DPM offers a full range of adaptable benefits to meet the needs of today's changing marketplace. We are committed to training our employees and supporting their continued development.

As a full-time member of the DPM team, you will be rewarded with benefits that include*:

- A competitive compensation system
- Employer contributions to Retirement Savings Plans
- Company paid benefits such as Health, Dental, Life Insurance and Long Term Disability
- Subsidized health club memberships

*Benefits may vary between geographical areas.

Position Overview:

Dundee Precious Metals and its board of directors recognize the need for sound corporate governance in order that the Company achieves its goals of enhancing shareholder value over the long-term by conducting its business activities in an effective, ethical and transparent manner.

The Governance Specialist will work closely with the Senior VP Investor and Regulatory Affairs and Corporate Secretary, Board of Directors and Senior Management team to develop, implement and maintain effective corporate governance policies and procedures.

The position will be located in our downtown Toronto office



Key Accountabilities:

- Assist the Corporate Secretary and Board of Directors develop an effective approach to corporate governance
- Identify and effectively communicate necessary information to the Board and, where appropriate, to executives and internal departments relating to the governance-related activities of the Board
- Oversee the Board's annual work plans, orientation, self-assessment and peer assessment processes
- Identify, research and analyze trends and developments in governance-related areas such as executive compensation
- Keep abreast of legislation and corporate governance best practices as they relate to, among other things, disclosure regarding the Board in connection with the Annual Meeting of Shareholders
- Develop and maintain corporate risk management policies and procedures on the Company intranet site
- Maintain the Company's corporate governance materials, including all mandates, charters, policies and procedures
- Assist in the development, implementation and promotion of corporate governance policies, standards and controls to ensure compliance with local law and regulations and encourage consistency of practices
- Prepare, or assist in the preparation of, all continuous disclosure filings, including the Company's annual information form, information circular, and ensuring that such filings are made in a timely manner as prescribed by applicable securities and corporate legislation and stock exchange policies
- Undertake corporate or departmental projects related to governance and management committees and issues, as required
- Other special projects and duties, as may be required

Core Competencies:

- Excellent problem solving and analytical skills with the ability to recommend and resolve issues quickly
- Superior organizational and time management skills
- Ability to balance multiple tasks, set priorities and deliver results
- Strong oral, written communication and interpersonal skills
- Ability to work independently and demonstrate initiative, sound judgment and discretion

Qualifications/Requirements

- Strong knowledge of current corporate governance issues and challenges
- Knowledge of Toronto Stock Exchange and other regulatory requirements
- Proficient in Microsoft Office and strong aptitude for IT, in general
- Bachelor's Degree or a Professional Designation in a relevant field (Business or public administration, law clerk, etc.)
- 7+ years of relevant experience (securities and corporate), preferably with a Canadian publicly traded company
- Experience working with or advising senior managers or those in senior governance positions
- Experience preparing background information on and developing governance and business policies and procedures in a corporate secretarial or legal environment



Core Values

Our core values are fundamental to defining who we are as a company and how we behave. Values guide our actions. Everyone at Dundee is expected to support and demonstrate these values in our work.

Dignity and Respect

We care about people – their well being, their careers and development, and their day-to-day work experience. We treat all colleagues fairly, listen to their input and work with them to create solutions that respect both individual needs and corporate interests.

Continuous Improvement

We are passionate about continuous improvement. We seek out and execute operational practices that drive innovation, speed to market, cost efficiency, technical and professional excellence.

Transparency

We set and uphold the highest ethical standards and business practices. Our dealings with employees, governments, stakeholders and communities are open, honest and transparent. We do what we say we will do and fulfill our commitments. We hold each other accountable for delivering results.

Environmental Responsibility

We are leaders in promoting sustainable growth and environmental responsibility. We go beyond legislative compliance to promote pragmatic environmental solutions and practices in all of our operations.

Safety

The health and safety of our employees and local communities are paramount and enable us to be in business. Safety can never be compromised.

Community Investment

We care about the quality of the communities in which we operate. Our legacy will be to ensure we have helped residents make the community a better place than before we arrived on the scene. We have a strong corporate and social responsibility to the communities in which we invest.

If you are interested, please submit a detailed resume and covering letter to employment@dundeeprecious.com. Please quote “Governance Specialist” in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Learn more about us at www.dundeeprecious.com