



Marampa Mines Limited (MML) is Hiring Job Advertisement

Developing and growing talent and skills within Sierra Leone, for Sierra Leone.

Position Title	Corporate Affairs and Media Officer	MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	At Supervisory Level	
No. of Positions	1	
Department	Corporate	
Location	MML's Freetown Office	
Reporting to	Vice President, Corporate Affairs	
Salary	Attractive	

ROLE AND PURPOSE

Marampa Mines Limited seeks an energetic and experienced Corporate Affairs and Media person to join our Freetown team. The selected candidate will oversee shaping and managing the company's corporate image, as well as maintaining strong stakeholder connections and delivering effective communication projects. The job entails a mix of corporate affairs, media relations, and public relations responsibilities. The successful candidate will contribute to a variety of corporate initiatives, which will necessitate him/her developing strong working relationships both inside and outside MML, providing media relations support for MML in Sierra Leone and working closely with the Gerald Group Communications team, developing, and maintaining close and constructive working relationships with the Vice President Corporate Affairs, colleagues, Government Officials, and others.

RESPONSIBILITIES

Working closely with the Vice President Corporate Affairs, the roles of the successful candidate will include elements of the following:

Corporate Affairs

- Ensuring the timely commissioning and drafting of briefings and correspondence. This includes undertaking any necessary research and keeping a library of briefing material that can be reused and updated as required.
- Supporting the Government Relations team in their external engagement activities.
- Working closely with the Government Relations team to manage the effective and efficient administration of public relations including quickly identifying where matters can be delegated and escalated, and how they should be prioritized and tracked.
- To lead or contribute to organization-development initiatives and other ad hoc projects as required.

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Media Relations

- Plan and deliver creative media engagement campaigns that support MML's activity programmes to achieve maximum impact and broaden MML's voice among new audiences.
- Develop and deploy effective positioning for proactive media campaigns that amplify MML's operations in Sierra Leone.
- Create a robust network of journalists across all channels that support MML's media engagement strategy.
- Act as a primary contact for specific media campaigns and work programmes.
- Engage with internal and external stakeholders, partners, and contractors to raise MML's profile through appropriate media channels.
- Monitor media and update senior management on relevant coverage.
- Monitor, analyze and communicate PR outcomes to the Steering Committee and the Board.
- Working with the Vice President of Corporate Affairs and senior leadership to manage crisis communications.
- Support other communication activities as required.

EDUCATION & EXPERIENCE

- Bachelor's degree in Communications, Public Relations, Journalism, or a related field. Master's degree is a plus.
- Proven experience in corporate affairs, media relations, or a related role within the mining or natural resources industry.

REQUIRED SKILLS

- Oral and written communication skills with close attention to detail, the ability to understand and research data and information, and to write high-quality, engaging and accessible content of all kinds. In particular, good experience in preparing briefings and correspondence is highly desirable.
- Confident in working independently, able to get to grips with new areas of work enthusiastically and on own initiative and to prioritize competing and complex demands.
- Experience in developing and maintaining constructive and flexible working relationships internally and externally.
- A personal style that enables relationships of confidence and trust to be built quickly with the most senior colleagues and stakeholders.

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- Strong understanding of the need for discretion in handling sensitive information and the judgement to know what can / must be shared and with whom, and what should not.
- Strong IT skills, including Microsoft Office.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Physical stamina and the ability to work in various weather conditions and environments.
- The individual must be physically and mentally fit for the mining work environment.

HOW TO APPLY & CLOSING DATE

Please forward your application including your CV, cover letter, copies of your educational and professional certificates and any other supporting documents to **Marampa Mines Ltd. Human Resources** desk via the main entrance gate of the Mine Site, Lunsar or e-mail:
MMLRecruitment@marampamines.com

The closing date for receipt of applications is the 10th of February 2024.

Only shortlisted candidates will be contacted, and you may be subjected to written and practical tests where applicable.

Women are strongly encouraged to apply.