

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

Position Title	Emergency Response Team Coordinator	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	Health, Safety, & Environment (HSE)	
Location	Marampa Mines Site, Lunsar	
Reporting to	HSE Manager	
Salary	Attractive	

ROLE AND PURPOSE

Under the general supervision of the HSE Manager, the Emergency Response Team (ERT) Coordinator will oversee developing and managing programs related to emergency and disaster preparedness, response, recovery, safety, and hazard mitigation. He/she will establish processes and procedures, coordinate drills, provide training, write plans, and work with other departments to develop and implement emergency, crisis, and disaster management programs. This role is required to operate both independently and with teams on specific task levels as outlined below.

RESPONSIBILITIES

- The Emergency Response Team Coordinator shall primarily be responsible for the full establishment of MML's Emergency Response Program.
- He/she will lead the development and implementation of the Emergency Response Program and the selection, training, and verification of competency of the ERT members.
- Act as the Incident Commander on large-scale emergency scenarios.
- Construct programs for the prevention of fires, lifesaving, assets, and personnel safety and education which will be delivered by the response team.
- Ensure the ERT can rapidly, efficiently, and safely perform various duties under emergencies frequently involving considerable hazards across MML's operations.
- Oversee work sites, scheduling, and planning routine duties in the maintenance of firefighting trucks, rescue equipment, and incident response facilities across the company.
- Ensure staff and equipment are sufficient and available at each operational site (Marampa and TRT) to deal with any fire or other emergencies.
- Formulate and deliver training programs for non-emergency response personnel, such as the Basic Fire Extinguisher Use and Evacuation Protocols.
- Maintain all emergency stores and equipment within the allocated budgets.

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- Control emergency response equipment and assets inventory and maintain updated inventory logs.
- Perform emergency response audits and develop plans for corrective actions.
- Monitor or lead emergency calls, ensuring the ERT strictly follows guidelines and instructions that appropriately respond to emergencies.
- Respond to emergency calls, as required, and take charge of the situation.
- Provide advice and guidance for the ERT to successfully deal with all emergency scenarios.
- Introduce and monitor fire prevention inspections and public education programs at our operational sites.
- Compile all inspection reports and maintain vital incident information for investigative and record-keeping purposes for future reference.
- Visit all work sites, attend, and instruct on duty training sessions, and arrange off-site training courses deemed necessary.
- Ensure all equipment is well maintained in accordance with organizational policies and best practice standards.
- Enhance workplace safety as outlined in the Occupational Health & Safety Plan and organizational policies, procedures, and guidelines.
- Standardise and direct the ERT to ensure the structure is sustained and adopted across all MML sites.
- Coordinate emergency drills across all sites and affected communities, where applicable regularly.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Emergency Management or Disaster Management, Fire Safety, equivalent, or higher from a recognized university/college.
- Health & Safety-related qualification (IOSH/NEBOSH).
- Relevant training certification as an educator/training facilitator.
- Certifications in ERT aspects such as Fire Safety, Rope Rescue, Vehicle Extrication, etc.
- 5+ years of Fire Prevention and Emergency Response experience in mining or an industrial setting.

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REQUIRED SKILLS

- Advanced level of oral and written communication in English with the ability to write clear, concise, and well-reasoned correspondence, reports, and instructions.
- Proficient in office-based software applications (Word, Excel, PowerPoint, etc.).
- Ability to establish and maintain cooperative relationships with colleagues, external stakeholders, and the public.
- Ability to make clear, concise, and informative presentations.
- Excellent organizational skills.
- Ability to prioritize assignments and manage a variety of complex tasks within deadlines.
- Good understanding of all aspects of Emergency Response including Fire Scenarios (Residential, Industrial, Large Equipment), Basic First Aid, Rope Rescue, Confined Space Entry and Rescue, Marine/Water Rescue, Vehicle Extrication, SCBA, HAZMAT Response, Snake Awareness and Handling, Rescue at Heights, etc.
- Be able to drive emergency vehicles and possess a valid driver's license.
- Qualified and certified as a trainer with the ability to train other trainers.
- Ability to perform efficiently and effectively under emergencies and apply sound judgment in making quick decisions under pressure.
- Ability to assess emergency response personnel fitness for duty (FFD).
- Ability to command the respect of associates through knowledge of work, personal and professional conduct, good judgment, sound decisions, and integrity.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for the mining work environment including process plant, tailings storage facility, support structures, and heavy mechanical equipment/machinery and parts.
- Requires flexibility to work in shifts and extended hours including weekends and holidays; 24 hours on call.
- Requires high and unaided hearing and visual sensitivities for close, distance, and focused observation/monitoring purposes.
- Involves entry and working in confined spaces such as tanks, vaults, and large-diameter pipelines, as well as working and rescuing at heights.

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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 27th of January 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.