



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Security Gate Supervisors	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	3	
Department	Security	
Location	Marampa Mines Site, Lunsar	
Reporting to	Expat Supervisor/Line – Supervisor	
Salary	Attractive	

ROLE AND PURPOSE

The Security Gate Supervisors shall be the main command element deployed to the Main Gate of the Marampa Mines site. They shall coordinate and control the ingress and egress of passengers, vehicles, machinery, etc. ensuring the correct protocols are followed. The Main Gate Commanders will be the main point of contact for the Security Control Center and the on-duty security command tasked with overseeing a team of security personnel, implementing security protocols and procedures, and conducting regular risk assessments. The Security Supervisors ensure that the premises, assets, and personnel of the company are protected against potential threats.

RESPONSIBILITIES

- Make recommendations to management concerning such issues as staffing decisions or procedural changes at the Gate.
- Consult with managers/HOS or other personnel to resolve problems in areas such as equipment performance, output quality, or work schedules.
- Interpret and communicate gate procedures and compliance policies across all MML and Contractor employees/personnel.
- Supervise the work of Security Guards and correcting errors or problems.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints, and or disputes at the gate.
- Resolve complaints or answer questions regarding policies and procedures.
- Maintain records on inventory, personnel, orders, supplies, or machine maintenance.
- Coordinate or perform activities associated with deliveries, distributions, or transportation.
- Discuss work problems or grievances with HOD or HOS and SCC.
- Ensure that Guards understand the security SOPs and role they are to undertake at the security location /post.
- Make sure guards wear the correct PPE for the location of work.

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- Ensure that by no means, the location/post is left unmanned, only on authorisation or in an emergency (i.e. life-threatening).
- Carry out their duties politely and professionally.
- Confrontation is to be avoided where possible but not at the expense of neglecting to perform a duty.
- Observe the general area and report any incident or activity outside routine work to the duty SCC/Line Supervisor or HOD.
- Ensure accurate recording of all incidents.
- Carry out all reasonable duties assigned by their line Supervisor and HOD/Manager.
- Mitigate any unauthorised person (without a valid ID card) from entering the site.
- Supervise the gate opening/closing as per operating procedures.
- Carry out a visual inspection of all vehicles leaving the concession and ensure that no unauthorised property is being removed.
- Randomly perform physical searches (when and where necessary).
- Ensure all visitors are logged in and issued with “visitor” Identity Cards after first having their full details recorded in the visitor’s book.
- Must ensure that all bags or parcels leaving or entering the concession site are searched and report any unusual findings to the SCC/Line Supervisor.
- Check that all “visitor” Identity Cards are returned.

EDUCATION & EXPERIENCE

- Bachelor's degree in criminal justice or a related field is preferred.
- Proven experience in security supervision with a minimum of 3 years of sector experience.
- Proven computer skills proficiency including the key Microsoft Office applications.
- Previous experience in law enforcement, military, or private security is highly desirable.
- Knowledge of First Aid and CPR is preferred.
- Clean criminal record and ability to pass a comprehensive background check.
- Previous experience working within the mining industry is an added advantage.

REQUIRED SKILLS

- Active Listening Skills (Full attention to detail for clarity with little or no interruption)
- Effective Communication Skills.
- Performance Monitoring/Assessing & Evaluating skills of self, other individuals, and team.
- Computer literacy.

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- Psycho-social skills.
- Coordination & Critical Thinking Ability.
- Active Learning and Sound Judgment and Decision Making.
- Ability to train others/pass on instructions effectively.
- Excellent oral and written communication skills for various categories of audiences.
- Effective Time and Personnel Management for self, others, and team.
- The ability to communicate and liaise with various stakeholders (management, colleagues, etc).

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment.
- Requires flexibility to work extended hours including night shifts, weekends and holidays.
- Physical fitness and ability to perform security duties, including standing, walking, patrolling, and responding to emergencies.

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 16th 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.