



# Marampa Mines Limited (MML) is Hiring

## Job Advertisement

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

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|-------------------------|--|---|
| <b>Position Title</b>   | Transport Admin Foreman                  | <b>MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.</b> |
| <b>Job Code/Level</b>   | Below Supervisory Level                  |   |
| <b>No. of Positions</b> | 3  |   |
| <b>Department</b>       | Security                                 |   |
| <b>Location</b>         | Marampa Mines Site, Lunsar               |   |
| <b>Reporting to</b>     | Transport Expert Supervisor or delegated |   |
| <b>Salary</b>           | Attractive                               |   |

### ROLE AND PURPOSE

Marampa Mines Limited is looking for Transport Administration Foremen with strong supervisory abilities to join our Security-Transport team. The prospective holders must be vastly experienced and with formal training to direct, supervise, and troubleshoot routine issues occurring within the project scope. In addition to ensuring strict adherence to safety rules, they will develop and manage work schedules based on available human and material resources. They shall also oversee the daily operations of drivers such as timely dispatch to ensure prompt arrival of the fleet to designated destinations, monitoring of drivers' compliance with road traffic rules and company policies, and intervening as necessary to correct unsafe behaviours or practices.

### RESPONSIBILITIES

- Oversee effective transport operations in the company through scheduling, monitoring, and supervision of drivers.
- Assign tasks and routes to drivers for optimum timely delivery of goods or passengers.
- Coordinate with dispatchers and other team members to optimize route efficiency while minimising transportation obstacles.
- Conduct regular vehicle inspections and maintenance checks to ensure safety and regulatory compliance.
- Train and mentor drivers to enhance performance and adherence to company policies.
- Manage accurate records of vehicle maintenance, drivers' schedules, and vehicle logs.
- Ensure compliance with all relevant laws, regulations, and company policies related to transport operations.
- Handle inquiries and complaints related to transportation services.
- Regularly track and generate updates on fuel consumption.
- Report any observed or identified unusual behaviour of Drivers to the Supervisor.
- Keep records of all Maintenance timing.

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- Assisting in developing and maintaining Personnel's filing system for the department.
  - Assisting in updating and maintaining office policies and procedures to make sure guards wear the correct PPE for the location of work.
  - Maintain contact lists for the Security/Transport Department.
  - Act as the internal and external point of contact on behalf of the department admin head.
  - Promptly respond to requests from departmental superiors/line supervisors and other departments.
  - Assist in Maintaining and updating the department Database trackers.
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**EDUCATION & EXPERIENCE**

- Diploma in Business Administration, or higher from a recognised tertiary institution.
- Minimum 2 years experience in administrative operations and reporting, preferably in mining/metals, or a professional background in Human Resources.
- Prior cross-organizational capacity-building experience is preferred.

**REQUIRED SKILLS**

- Excellent communication skills, attention to detail and strong skills.
  - Demonstrated strong written and verbal communication abilities.
  - Self-starter, able to work independently or in a team environment.
  - MS Office applications.
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**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.
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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](mailto:MMLRecruitment@marampamines.com)

**The closing date for receipt of applications is the 23<sup>rd</sup> of March 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.**