



Marampa Mines Limited (MML) is Hiring Job Advertisement

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

Position Title	HR Advisor	MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Below Supervisory Level	
No. of Positions	1	
Department	H R & Training	
Location	Marampa Mines Site, Lunsar	
Reporting to	Human Resources Supervisor	
Salary	Attractive	

ROLE AND PURPOSE

We are looking for an experienced HR Advisor specializing in recruitment processes and possessing intermediate Excel skills to support our HR team. The HR Advisor will be responsible for executing end-to-end recruitment activities, including sourcing, screening, interviewing, and onboarding candidates and any other duties as may be assigned in the HR department. Additionally, the role will involve utilizing Excel for data analysis, reporting, and maintaining recruitment databases.

RESPONSIBILITIES

- Manage end-to-end recruitment processes, candidate sourcing, screening, interviewing, and selection.
- Collaborate with hiring managers to understand staffing needs and develop effective recruitment strategies.
- Utilize various recruitment channels, including job boards, social media, and professional networks, to attract qualified candidates.
- Conduct initial candidate assessments, including resume screening, phone interviews, and coordinating interviews with hiring managers.
- Coordinate and schedule interviews, assessments, and other recruitment-related activities.
- Prepare and present recruitment reports, metrics, and analysis using Excel to track recruitment.
- Ensure compliance with company policies, procedures, and legal requirements throughout the recruitment process.
- Support onboarding activities for new hires, including processing documentation, conducting orientation sessions, and assisting with integration into the organization.
- Maintain accurate and up-to-date candidate records in other HR databases.
- Provide administrative support to the HR team as needed.

- Any other duties as may be assigned.
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EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 3 years of proven experience working in HR, with a focus on recruitment and talent acquisition.
- Strong understanding of recruitment processes and best practices.
- Proficiency in Microsoft Excel, including intermediate-level skills such as data analysis, pivot tables, and lookups.
- Excellent communication and interpersonal skills, with the ability to build rapport with candidates and stakeholders.
- Detail-oriented with strong organizational and time management skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Knowledge of employment laws and regulations is advantageous.
- Professional HR certification is a plus.
- Excellent leadership and team management abilities.

REQUIRED SKILLS

- Discretion and confidentiality in handling sensitive information.
 - Ability to work independently and take initiative.
 - Analytical and strategic thinking skills.
 - Effective communication and interpersonal skills.
 - Detail-oriented with a high level of accuracy.
 - Adaptability and team collaboration.
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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment (Mining).
 - This role may require occasional travel and flexibility in working hours to accommodate urgent procurement needs.
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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 20th of April 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.