

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

Position Title	Procurement Supervisor	MML is an equal-opportunity employer. Women are especially encouraged to apply for roles at MML.
Job Code/Level	At Supervisory Level	
No. of Positions	1	
Department	Supply Chain	
Location	Marampa Mines Site, Lunsar	
Reporting to	Procurement Superintendent	
Salary	Attractive	

ROLE AND PURPOSE

The role of the Procurement Supervisor in Marampa Mines Limited is crucial in ensuring that all procurement activities are conducted with the highest level of integrity, transparency, and efficiency. The Procurement Supervisor is pivotal in preventing, detecting and deterring anomalies, abnormalities, and discrepancies in the company's procurement activities.

RESPONSIBILITIES

- Execute the supervisory functions with good judgement based on the operational needs.
- Uphold and implement effective procurement strategies aligned with organisational goals.
- Handle all Chinese-related procurement activities and any other Chinese-related role assigned by the organisation.
- Identify cost-saving opportunities and negotiate favourable terms with suppliers.
- Robustly implement procurement policies, procedures, industry best practices and good judgement to enhance transparency, accountability, and ethical conduct.
- Build and maintain strong relationships with suppliers while ensuring regular performance evaluations.
- Evaluate and qualify potential suppliers ensuring adherence to quality and standards.
- Provide guidance, training, and performance feedback to team members.
- Negotiate and finalise terms, ensuring favourable terms and conditions.
- Coordinate with relevant departments to ensure smooth operations.
- Ensure compliance of procurement activities with relevant laws, regulations, and ethical standards.
- Identify and mitigate potential risks related to procurement processes.
- Prepare and present regular reports on procurement activities as and when required.
- Utilize data and market trends to make informed decisions and improvements.

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- Supervise all procurement activities including sourcing, purchasing, and contract management, according to company policies and industry best practices.
- Conduct due diligence to ensure the integrity and reliability of vendors and maintain professional relationships with reputable suppliers.
- Ensure consistent accurate documentation of all procurement processes.
- Monitor compliance with procurement policies and procedures.
- Conduct regular audits and reviews to identify and control irregularities or deviations.
- Provide training and guidance to procurement staff and relevant stakeholders to promote integrity and accountability throughout the procurement process.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Purchasing/Procurement/Logistics/Supply Chain or a related field from a recognised college or university.
- Minimum 5 years of work experience in industrial procurement roles, with at least 3 years in a supervisory capacity.
- Relevant certifications in procurement and or supply chain management are a plus.
- Understanding of Incoterms, Road, Air and Sea freight operations.
- Experienced in training and supervision with keen attention to accuracy.
- Knowledge of procurement software and ERP systems.
- Previous experience with team leadership, negotiation and contract management.
- Proven analytical, problem-solving, organisational, and time-management experience.
- Detail-oriented with a high level of accuracy.

REQUIRED SKILLS

- Strong organisational and multitasking abilities.
 - Proficiency in computer applications (MS Office Suit, Bar Coding, and Warehouse Management Software relevant to inventory tracking and management).
 - Outstanding oral and written communication skills as well as interpersonal skills.
 - Ability to take initiative, work independently, and within a team.
 - Discretion and confidentiality in handling sensitive information.
 - Analytical and strategic thinking skills.
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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for the mining work environment.
- Requires flexibility to work extended hours including weekends and holidays.
- Involves occasional travel for urgent procurement needs.

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 August 2024.

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

Women are especially encouraged to apply.