



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Head of Department - Community Relations & Development	MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Managerial	
No. of Position(s)	1	
Department	Community Relations and Development Department	
Location	Marampa Mines Site, Lunsar	
Reporting to	Vice President, Corporate Affairs	
Salary	Attractive	

ROLE AND PURPOSE

To manage the community affairs department at MML by developing, implementing and maintaining long-term community relations and development plans tied to business goals and objectives, and to ensure that appropriate projects, initiatives and activities are rolled out in terms of these plans.

RESPONSIBILITIES

- Actively participate in the development and updating of MML policies and procedures especially in the areas of social development, dealing with land tenure and resettlement
- Actively participate in the development of Resettlement Action Plan(s) (RAPs) as appropriate for various activities undertaken by the company.
- Actively participate in the development of the Community Development Action Plan (CDAP) as appropriate for various activities undertaken by the company.
- Manage the development and implementation of Stakeholder Engagement Plans (SEP).
- Ensure social risks and impacts are identified, assessed, controlled and monitored and that social obligations are documented and actioned as necessary.
- Ensure that MML is adequately represented in all multi-stakeholder community development forums, and feedback to management on actions to be undertaken
- Lead and manage the grievance management procedures, ensuring grievances are addressed and resolved within target timeframes
- Manage and develop the team to ensure they are promoting and supporting MML's operational activities.
- Anticipate, plan and implement changing workforce structures and competency profiles to facilitate responsiveness to operational requirements.
- Ensure compliance with company environmental, health and safety policies and procedures and relevant regulations.
- Actively promote environmental, health and safety awareness amongst company and contract personnel.
- Actively support and participate in safety initiatives.

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EDUCATION & EXPERIENCE

- Recognized tertiary qualification in the humanities or behavioural sciences
- 10 years in a community relations/development environment, preferably in the mining sector, of which three must have been in a managerial/supervisory role, specifically dealing with all aspects of community relations in Sierra Leone
- Proficiency in MS Office Suite (Excel/Outlook/Teams).

REQUIRED SKILLS

- Sound knowledge and understanding of the relevant legislation and regulations as well as international practices and standards in this area, such as IFC.
- Knowledge of and sensitivity to the community culture, structures and dynamics.
- The ability to communicate effectively and efficiently at all levels in MML
- The ability to plan, organize, lead and manage in the work environment to achieve objectives in the section.
- Problem-solving ability.
- Senior staff are expected to conduct comprehensive training and development programs for junior staff under their supervision as a key part of their daily responsibilities. This includes facilitating skills development, ensuring effective knowledge transfer, and promoting capacity-building initiatives that are aligned with the organization's goals. The objective is to enhance the growth and efficiency of the team and contributing to the overall success of the company.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment
- This role may require occasional travel and flexible working patterns to accommodate urgent operational needs.
- May involve extended hours of work including weekends and holidays.
- This position is based at the Marampa Mines Site in Lunsar, Sierra Leone.

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 Limited. Human Resources** desk via the main entrance gate of the Mine Site, Lunsar or e-mail:

MMLRecruitment@marampamines.com
<https://marampamines.com/careers/>

The closing date for receipt of applications is the 30th of November 2024.

Only shortlisted candidates will be contacted and may be required to perform written and practical assessments, where applicable. **Women are strongly encouraged to apply for roles at MML.**