



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Legal Head of Department (HOD)	MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Managerial Level	
No. of Positions	1	
Department	Legal and Contracts	
Location	Marampa Mines Site, Lunsar	
Reporting to	SVP Legal and Compliance and ultimately to General Counsel	
Salary	Attractive	

ROLE AND PURPOSE

The Legal HOD will ensure legal compliance of business operations, consistent definition, and management of all contracts. This generally includes oversight of the contract management process, as well as review and development of specific standards for bidding and submission, contract negotiations and document management. Experience on a mine site and/or in the mining industry is a must for this role. This position will be based in Sierra Leone on the mine site and the candidate will report locally to the SVP Legal & Compliance and ultimately to the General Counsel.

RESPONSIBILITIES

- Managing the legal department under the General Counsel's supervision.
- Managing the legal team including, junior lawyers, contract superintendent and administrator, quantity surveyors, and other administrative staff.
- Negotiating, drafting, and reviewing legal agreements with major mining, engineering and construction service providers.
- Supporting legal due diligence of counterparties such as suppliers.
- Monitor the compliance calendar and ensure the company is in full compliance with all reporting requirements of the regulators on a monthly, quarterly and annual basis.
- Manage the legal review process for all reports due to regulators and the Government.
- Implementing and supervising procurement and tender processes.
- Oversee the conduct of legal research to ensure the company is up to date on laws and regulations.
- Developing drafting standards for contracts and terms and conditions for the use of PO
- Conducting training for legal team and company employees as and when needed.
- Supporting business managers on the implementation of contracts and monitoring the performance of all parties to ensure compliance with terms.
- Set up and control Standard Operation Processes/Procedures (SOP) for legal and compliance and assist in reviewing SOPs for other departments.
- Draft, review and provide feedback on all draft company policies and ensure full compliance therewith.
- Provide legal advice to and support the management team and business units in mitigating legal risks.
- Representing the company in training, meetings, and conferences as needed.
- Assist in the development of the legal department.

EDUCATION & EXPERIENCE

- An admitted legal practitioner/solicitor qualified in Sierra Leone, with at least 15 + years of post-call legal experience.

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- A bachelor's degree in law, or related field.
- 15+ years' experience in legal and contract management within the mining or construction industry, business analysis or a related field.
- Experience in the administration of complex commercial contracts. Specific mining experience is preferred.
- Proficiency in MS Office Suits and other computer applications (Excel/Outlook/Teams).

REQUIRED SKILLS

- Legal expertise and experience in legislative compliance, commercial contracts, procurements and tenders.
- Specific mining experience is an advantage.
- Excellent drafting and negotiation skills.
- Able to manage multiple priorities, work efficiently under pressure and consistently meet tight deadlines.
- Excellent communication skills (both verbally and written) with the ability to communicate at all levels.
- Discreet and able to handle sensitive information with confidentiality.
- Any international experience would be looked upon favourably.
- 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, contributing to the overall success of the organization.
- Adaptable and capable of working in a dynamic environment.
- This position is based at the Marampa Mines Site in Lunsar, Sierra Leone.

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 flexible working patterns to accommodate urgent operational needs.
- May involve extended hours of work including weekends and holidays.

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
<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.

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