



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Legal Officer	MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Superintendent Level	
No. of Position(s)	1	
Department	Legal and Contracts	
Location	Marampa Mines Site, Lunsar	
Reporting to	Legal HOD	
Salary	Attractive	

ROLE AND PURPOSE

The Legal Officer will assist in ensuring legal compliance of business operations and support the management of contracts. This includes participating in contract management, providing legal assistance in drafting and reviewing agreements, and ensuring adherence to company policies and relevant laws. Experience in the mining industry is preferred.

RESPONSIBILITIES

- Support the Legal HOD in managing the legal department.
- Assist in drafting, reviewing, and negotiating contracts with service providers.
- Conduct legal research on legal issues
- Conduct due diligence on counterparties such as suppliers.
- Aid in the procurement and tender processes.
- Monitor the implementation and compliance of contracts and report on their performance.
- Support in developing and maintaining Standard Operation Processes (SOP) for legal and compliance activities.
- Ensure compliance with company policies, local laws, and regulations.
- Provide general legal advice to various departments to support business operations.
- Participate in the training and development of junior staff within the legal team.

EDUCATION & EXPERIENCE

- Qualified and admitted to practice law in Sierra Leone.
- Bachelor's degree in law.
- Minimum of 5 years experience in legal practice including contract management and commercial practice either within the mining, extractive industry, construction, or related industry.
- Proficiency in MS Office Suite (Excel/Outlook/Teams).

REQUIRED SKILLS

- Strong legal skills and understanding of legislative compliance.
- Experience with commercial contracts, procurements, and tenders.
- Solid drafting and negotiation skills.
- Ability to manage multiple priorities under tight deadlines.
- Ability to troubleshoot and problem-solve.
- Effective communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information.
- Flexible and adaptable to a dynamic work environment and capable of working extended hours if needed.

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- 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.

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 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. **Women are strongly encouraged to apply for roles at MML.**