

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

Position Title	Senior Procurement Officer	MML is an equal opportunity employer. Women are especially encouraged to apply for roles at MML.
Job Code/Level	Below Supervisory Level	
No. of Positions	6	
Department	Supply Chain	
Location	Marampa Mines Site, Lunsar	
Reporting to	Procurement Supervisor	
Salary	Attractive	

ROLE AND PURPOSE

The Senior Procurement officer is tasked with sourcing suppliers, evaluating products and services, and negotiating contracts to secure cost-effective and high-quality purchases for the company. You will ensure timely delivery, adherence to budgetary constraints, and compliance with regulations while managing risks associated with the procurement process. Ultimately, this role revolves around optimizing procurement operations to meet the company's needs efficiently and effectively.

RESPONSIBILITIES

- Process purchase requisitions/orders within purchasing authority.
- Request, assess, analyse, and recommend awards on supplier tenders, bids, quotations, and proposals.
- Analyse suppliers' spending and Create RFQs for setting up contracts, monitoring and reporting on contracted suppliers' performance.
- Provide regular feedback to end users in all departments on Quotations, POs, and deliveries of Goods and services requested.
- Establish and negotiate contract terms and conditions and maintain supplier relationships.
- Prepare and maintain purchasing records, reports, and price lists.
- Assist and coordinate the development of specifications for equipment, materials, and services to be purchased.
- Administer Supplier Purchasing Orders and contract performance.
- Reconcile or resolve value discrepancies.
- Ensure compliance with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices.
- Develop and maintain constructive and cooperative working relationships with colleagues and management.
- Continuously promote competitive pricing, including sourcing alternative suppliers and service providers.

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- Manage vendors' performance and escalate all non-performing vendors to Materials Controller
- Participate in the on-the-job training of junior team members.
- Report on procurement activities, KPIs and compliance.
- Carry out any other job-related duties assigned by the supervisor.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Purchasing/Procurement/Logistics/Supply Chain or a related field from a recognised college or university.
- Minimum 2 years of work experience in industrial procurement roles.
- Relevant certifications in procurement and or supply chain management are a plus.
- Understanding of Incoterms, Road, Air and Sea freight operations.
- Knowledge of procurement software and ERP systems.
- Detail-oriented with a high level of accuracy.

REQUIRED SKILLS

- Strong organisational and multitasking abilities with analytical and strategic thinking skills.
- Proficiency in computer applications (MS Office Suit, Bar Coding, and Warehouse Management Software relevant to inventory tracking and management).
- Self-driven with a high sense of quality, accuracy, efficiency and meeting tight deadlines.
- 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.
- Great relationship management and strong negotiation skills.
- Impeccable time management and vast understanding of risk management.
- Understanding of the global markets, ability to adapt to change and enhance sustainability.

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.
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Marampa Mines Limited (MML) is Hiring Job Advertisement

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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 18th of November 2024.

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

Women are especially encouraged to apply.