



# Marampa Mines Limited (MML) is Hiring

## Job Advertisement

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

<b>Position Title</b>	HME Maintenance Planner	<b>MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.</b>
<b>Job Code/Level</b>	Below Supervisory Level	
<b>No. of Positions</b>	1	
<b>Department</b>	Engineering & Maintenance	
<b>Location</b>	Marampa Mines Site - Lunsar	
<b>Reporting to</b>	HME Planning Supervisor	
<b>Salary</b>	Attractive	

### ROLE AND PURPOSE

Marampa Mines Limited (MML) seeks a well-organised and motivated individual to join our Engineering and Maintenance Department as a Maintenance Planner – Heavy Mining Equipment.

This role supports the effective planning and coordination of maintenance activities across our heavy mining fleet. The Maintenance Planner will be responsible for work order tracking, resource scheduling, data entry, and reporting. They will work closely with the Planning Supervisor and maintenance teams to ensure all maintenance schedules and documentation are up to date and aligned with company standards and operational needs.

### RESPONSIBILITIES

- Provide administrative support to the Engineering and Maintenance team, including managing documentation, filing, and correspondence.
- Assist with the preparation and scheduling of daily, weekly, and monthly maintenance plans.
- Maintain accurate records of work orders, job cards, equipment history, and service reports.
- Coordinate with supervisors, planners, and technicians to monitor job progress and completion.
- Compile and submit daily, weekly, and monthly reports on maintenance and performance.
- Support procurement processes by preparing materials requests and tracking inventory related to maintenance work.
- Update and maintain the Computerised Maintenance Management System (CMMS) to ensure data accuracy and completeness.
- Coordinate between departments to support effective maintenance planning and execution.
- Participate in continuous improvement initiatives related to planning, scheduling, and administrative processes.
- Perform any other duties as assigned by the Planning Supervisor.

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### EDUCATION & EXPERIENCE

- Technical diploma or certificate in Mechanical, Automotive, or Electrical Engineering (or related field) required; higher qualifications are an advantage.
- Minimum of 3–5 years of relevant experience in heavy equipment maintenance or a planning role, preferably in the mining industry.
- Prior industrial attachment in a technical administrative capacity and strong understanding of heavy mining equipment (e.g., excavators, haul trucks, graders, loaders).
- A valid driver's license and the ability to drive Light Vehicles an added advantage.

### REQUIRED SKILLS

- Self-motivated, proactive, eager to learn, and strong organisational and time management skills.
- Excellent verbal and written communication abilities.
- Keen attention to detail and accuracy in data entry and documentation.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, etc).
- Ability to work collaboratively as part of a diverse team.
- Able to work safely and efficiently according to company procedures and standards.

### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Must be physically and mentally fit for the mining work environment.
- Flexibility to work extended hours, including weekends, holidays, a shift roster system, and during emergencies as required for operational objectives.

### HOW TO APPLY & CLOSING DATE

Please forward your application, including your CV, cover letter, copies of your educational and professional certificates and 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](mailto:MMLRecruitment@marampamines.com)

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

**The closing date for receipt of applications is the 16<sup>th</sup> of May 2025.**

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.**