

Position Title	Dispatch Officer	MML is an equal opportunity employer, and women are strongly encouraged to apply.
Department	Operations	
Location	Marampa Site, Lunsar, Sierra Leone	
Reporting to	Dispatch Supervisor	

Position Summary

Marampa Mines Limited is looking to hire competent and committed **Dispatch Officers** to manage and coordinate the movement of mining equipment, personnel, and resources to ensure efficient, safe, and continuous mining operations.

The Dispatch Officers are responsible for overseeing and coordinating the movement of mobile equipment to safely maximise productivity in accordance with operational plans.

Key Responsibilities

- Allocate and reassign mining equipment (e.g., Dump trucks, excavators, and loaders) based on mine plans and production needs.
- Monitor equipment availability, breakdowns, and maintenance schedules.
- Use mine dispatch systems (Vision Link and Frotcom) to monitor fleet performance in real time.
- Coordinate truck and loading assignments to reduce idle time and improve cycle efficiency.
- Maintain radio contact with operators to provide instructions or respond to incidents.
- Act as the communication link between the control room, field operators, maintenance, and supervisors.
- Track shift performance data such as cycle times, loads per hour, and delays.
- Assist with shift-change handovers by providing updated operational summaries.
- Respond to emergency alerts or incidents quickly and escalate as needed.
- Ensure that all dispatching activities comply with site safety protocols.
- Log and investigate equipment downtime, refuelling, or traffic bottlenecks.
- Help plan alternate routes or recovery strategies during disruptions.

Qualifications and Experience

- Bachelor's Degree or Diploma in fleet Management Systems/Logistics/Mining Engineering/IT, or a related discipline.
- Minimum 2 years of experience in Dispatch or a similar role.

Skills and Competencies

- Strong communication and multitasking skills.
- Familiarity with mining operations and equipment.

- Ability to interpret production schedules and KPIs.
- Proficiency in dispatch/fleet management systems.
- Understanding and proficiency in MS Office applications (Excel, Outlook, MSD).
- Working knowledge of GPS tracking devices and applications.
- Calm under pressure and good decision-making in real-time scenarios.
- Safety-focused mindset.

Work Environment and Physical Requirements

- The individual must be physically and mentally fit for a fast-paced work environment.
- Standard office hours apply, with some flexibility required.

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 10th October 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.