

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

### Position Summary

Marampa Mines Limited is looking to hire competent and committed **Dispatch Supervisors** to monitor and coordinate dispatch operations to ensure the efficient and timely arrangement of fleet and personnel. The Purpose of this role is to ensure that the operation is carried out safely, efficiently and on time.

The Dispatch Supervisors will also ensure the optimal utilisation of mining equipment and personnel in real-time monitoring, ensuring maximised production, minimum downtime, and workplace safety.

### Key Responsibilities

- Monitor and manage the dispatch of mining equipment (e.g., trucks, excavators, loaders) to ensure efficient use.
- Respond to real-time issues such as equipment breakdowns, delays, or route changes.
- Track performance metrics like haul cycle times, fuel usage, and equipment availability.
- Analyse data to recommend improvements for shift planning, truck allocation, and routing.
- Implement best practices to reduce idle time and maximise throughput.
- Use dispatch systems (like Vision Link and Frotcom) to track equipment and shifts.
- Generate reports for management highlighting performance, incidents, or deviations.
- Keep records updated for audits and operational reviews.
- Monitor operations to ensure adherence to safety regulations and site procedures.
- Participate in safety meetings and contribute to hazard identification and mitigation strategies.
- Monitor key performance indicators (KPIs) like haul truck utilisation, load factors, cycle times, and equipment availability.
- Produce shift, daily, and weekly reports to assist with production analysis and operational planning.
- Record and report equipment breakdowns, delays, or safety incidents.

### Qualifications and Experience

- Bachelor's Degree in Fleet Management Systems/Logistics/Mining Engineering/IT, or a related discipline.
- Minimum 5 years of experience in fleet dispatch management or a similar role in an industrial setting.
- Possess a valid driver's license.

### **Skills and Competencies**

- Strong understanding of mining processes (load/haul cycles, drilling, blasting, etc.)
- Comfortable using computers, GPS tracking, and dispatching software.
- Ability to interpret production data, analyse KPIs, and generate actionable insights.
- Strong communication, interpersonal and multitasking skills.
- Understanding and proficiency in MS Office applications (Excel, Outlook, PowerPoint)
- Working knowledge of GPS tracking systems and applications.
- Calm under pressure and good decision-making in real-time scenarios.
- Ability to effect knowledge transfer and promote capacity-building initiatives.

### **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](mailto:MMLRecruitment@marampamines.com)  
<https://marampamines.com/careers/>

**The closing date for receipt of applications is 10<sup>th</sup> 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.**