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| Position Title | Planning Supervisor | MML is an equal opportunity employer, and women are strongly encouraged to apply. |
| Department | Engineering and Maintenance | |
| Location | Marampa Mines Site, Lunsar, Sierra Leone | |
| Reporting to | Planning Superintendent | |

Position Summary

Marampa Mines Limited is seeking to hire a suitably qualified and experienced **Planning Supervisor** to oversee short- to mid-term maintenance planning activities for the fixed plant assets within Engineering & Maintenance. The role ensures that work orders, schedules, and resource allocations are prepared accurately, aligned with operational priorities, and executed efficiently. The incumbent assists the Planning Superintendent in developing long- and mid-term maintenance plans, preparing management reports, and contributing to annual and long-term budgets.

This role is a key driver of discipline, accountability, and system maturity within E&M, ensuring that planning processes align with production and business goals.

Key Responsibilities

- Coordinate daily and weekly work orders, ensuring readiness, materials availability, and proper job scope.
- Prepare and publish 14-day and 13-week maintenance schedules for plant assets, ensuring resource balance and alignment with production needs.
- Support the governance of the 52-week maintenance plan, providing updates to the superintendent for budget forecasting.
- Maintain CMMS (Limble/MSD365) data accuracy: asset hierarchy, BOMs, task lists, and backlog management through the Master Data Change process.
- Facilitate daily approval meetings to validate work orders, set priorities, and allocate resources.
- Ensure that any changes to CMMS master data (asset hierarchy, BOMs, task lists) are reviewed, validated, and updated promptly to maintain accuracy and integrity.
- Coordinate with support functions (rigging, scaffolding, lifting, staging) to prevent conflicts in planned activities and ensure all necessary safety documents (e.g., lifting plans) are included in work orders.
- Ensure accuracy when defining work orders, especially in ordering spares, so that demand aligns with actual needs and prevents overordering.
- Monitor preventive maintenance compliance and escalate deviations
- Ensure that any updates to maintenance routines are recorded by the planning team and reflected in newly generated work orders; escalate if they are not acted upon.

- Provide structured feedback to engineering and asset integrity teams regarding the context and quality of PM programs, BOMs, and task lists.
- Consolidate section inputs into weekly planning reports for review by the superintendent.
- Track work order closures, backlog trends, and schedule compliance.
- Provide visibility into resource utilization, spares readiness, and planning bottlenecks.

Qualifications and Experience

- Bachelor’s degree in mechanical, Electrical, Industrial Engineering, or any technical-related field
- 5–7 years of maintenance/engineering experience in mining, oil & gas, or heavy industry.
- At least 2–3 years in a planning or supervisory role.
- Proven record of delivering structured schedules and improving planning discipline.
- Experience in multicultural environments, preferably in Africa or developing regions.
- Demonstrated success in planning and scheduling for fixed plant assets (crushers, mills, conveyors, chutes, etc.).

- **Skills and Competencies**

- Strong organizational and planning skills.
- Ability to manage multiple priorities under pressure.
- Effective communication and reporting skills.
- Leadership and coaching ability.
- High computer literacy (Excel, Power BI, MS Office).
- In-depth understanding of safety and environmental regulations in mining/heavy industry

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 22nd April 2026.

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.