

Position Title	Human Resource Manager	MML is an equal opportunity employer, and women are strongly encouraged to apply.
Department	HR & Training	
Location	Marampa Mines Site, Lunsar, Sierra Leone	
Reporting to	Head of Finance and Administration	

Position Summary

Marampa Mines Limited is seeking to hire a suitably qualified and experienced **Human Resource Manager** to lead the HR team. The incumbent will serve as the on-site HR lead, overseeing the execution of HR strategies and operations within a complex and dynamic mining environment. This role bridges day-to-day workforce needs with strategic HR priorities, ensuring compliance with local labour laws, smooth delivery of people operations, community engagement alignment, workforce development, and alignment with MML operational objectives.

Key Responsibilities

- Develop and implement HR strategy, workforce plan, budget, policies and procedures in line with the company's goals and objectives
- Develop and oversee implementation of a talent management strategy
- Develop and implement culture, welfare, wellness, employee engagement and employee experience programs
- Develop and oversee compensation philosophy, salary structure, and benefit programs for national staff, ensuring internal equity
- Ensure proper & fair implementation of pay & rewards in compliance with local taxation and related regulations
- Ensure strategic contracts and relationships are established to source staff locally, including adherence to the Local Content Act
- Provide regular updates on pay trends, performance, and productivity
- Oversee recruitment processes, including workforce planning, onboarding, and retention strategies
- Conceptualise and implement onboarding programs and employee orientation
- Implement performance appraisal systems and advise on individual development planning
- Implement and lead the succession planning initiatives
- Address employee grievances, facilitate disciplinary procedures, and maintain a positive and compliant work environment
- Lead employee relations strategy, including proactive engagement with staff representatives, liaison with unions, and facilitation of collective bargaining agreements
- Oversee the payroll and benefit administration team for national staff

Qualifications and Experience

- Bachelor’s degree in Human Resource Management, Economics, or related field.
- Minimum of 15 years in an HR progressive role, preferably in the mining or heavy industry
- Minimum of 10 years in a management role
- In-depth knowledge of Sierra Leonean labour laws and HR best practices
- Demonstrable experience with HR metrics
- Experience in Leadership & Management Development
- Hands-on experience with HRIS platforms and data analytics tools

Skills and Competencies

- Strategic thinking and ability to align HR with business objectives, with a pragmatic approach
- Strong understanding of workforce planning, productivity and compliance in mining environments
- Project management skills of leading HR initiatives
- High level of integrity
- Ability to communicate effectively across multicultural workforce groups, including field operators, technical teams, and management.
- Skilled in stakeholder engagement, especially with regulatory bodies and community representatives
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- High attention to detail and confidentiality
- Ability to work in a demanding remote site, deliver on multiple fronts, and build workforce morale
- Demonstrated initiative in resolving operational HR issues proactively.

Work Environment and Physical Requirements

- The individual must be physically and mentally fit for a fast-paced work environment.
- May require flexibility to work extended hours, weekends, and holidays.
- Site-based role with frequent field presence across departments and shifts.
- Fast-paced and operationally demanding environment with exposure to mining equipment and heavy machinery.

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 30th June 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.