

JOB VACANCY

INCUMBENT: None	DESIGNATION: Project
POSITION/JOB TITLE: Manager – Contracts / PMO	LOCATION: Liberia
FUNCTIONAL AREA: Construction - Project	SEGMENT: Mining
DISCIPLINE: Project Management	
REPORTING TO: Project Director	BUSINESS UNIT: AM Liberia
Date Author: April 1, 2021	NO of persons Managed: N/A

PRIMARY FUNCTION OF JOB *(Mission)*

To manage all aspects of the contracts / PMO department with the objective of ensuring contractual compliance as per project and/or ArcelorMittal policies and procedures, adhering to company strategic plans and corporate standards and requirements in all contractual matters.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

Management Responsibility:

- Provide leadership to the contracts / project team to ensure the development of a working environment that is conducive to the achievement of KPIs and that employees achieve their full potential by gaining new skills through the provision of effective mentoring and training programs.
- Implement and carry out new and existing Contractual strategies to support the project plan.
- Manage all project contractual functions and obligations.
- Manage a number of critical contract agreements.
- Actively plan and meet the contractual requirements as set out.
- Negotiate agreements with suppliers and maintain strong business relationships with them.
- Participate in the development of a Contracts Management strategy and/or plan.
- Participate in the implementation of sustainable development policies and procedures;
- Actively participate in and occasionally lead safety meetings and discussions.
- Become actively involved in ArcelorMittal's aims and objectives of engaging with the local community and strive to leave a positive impact on the longer-term outcomes for local people. Promote the integration between this engagement and the success of the business.
- Identify potential savings opportunities and take appropriate action. Explore these ideas and complete a feasibility study for potential cost savings.
- Daily and month end reporting to the Project Director and AML CEO.
- Develop and maintain relationships with internal customers, external suppliers and contractors.

- Monitor employee performance to ensure optimum performance and initiate appropriate action to remedy any substandard employee performance or behaviour.
- Commitment to the development of local Liberian staff.
- Undertake continuous improvement programmes and initiatives to achieve and improve plant performance by diligent monitoring of trends, variables and resources.
- Investigate, assess and where appropriate, trial new technology, keeping abreast of industry developments.
- Be visible in the workplace.

Safety

- Provide leadership necessary to ensure that employees and any contractors adhere to safety and environmental standards that meet or exceed industry standards and any applicable legislation.
- Ensure all department personnel are adequately inducted in their work area and are aware of all workplace rules and critical procedures applying at the workplace.
- Actively contribute to site safety policy and new initiatives and implement change as directed by the Project Director and AML CEO.
- Hold monthly safety meetings with department personnel and ensure the agreed action plans are achieved. Regularly review the outcomes of the OH&S and Environment Committee meetings.
- Develop and promote a pro-active safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- Actively promote, monitor and enforce compliance of personnel with safe work practices.
- Ensure the department has an inspection program and monitor program compliance and inspection feedback monthly.
- Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the work areas are identified and controlled.

Environment

- Resource environmental programmes to ensure legal compliance and the reduction risk of environmental incidents through:
 - Provision of adequate facilities and equipment
 - Participation in the development and enforcement of appropriate procedures
 - Provision of awareness and skills training to ensure a competent workforce.
- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- Seek advice and assistance from the Environment team in the development and implementation of improvement programmes to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill cleanup.
- Ensure quarterly environmental audits are conducted and any identified issues are addressed.

Employee Development

- Develop and maintain a departmental structure that adheres to ArcelorMittal policies, enables teamwork and personal development while focusing on the achievement of results.
- Ensure training and coaching is provided to all department employees, with specific attention to National and Local employees as part of the Company's Training and Localisation Plan.
- Ensure all members of the department have clearly defined accountabilities and roles and that individual

development plans are in place to enable goals to be achieved.

- Ensure all members of the department receive feedback on their performance and participate in formal GEDP and performance review processes.
- Develop a succession plan for direct report roles.

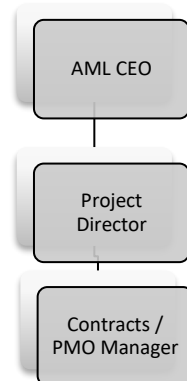
Financial

- Bring measurable procurement efficiencies and optimization of procurement cost
- Actively participate in cash flow forecasting

Reporting

- Review and monitor all department safety, service level and financial performance indicators and initiate corrective action where necessary.
- Deliver reports to the Project Director, AML CEO / CFO and other stakeholders on agreed performance indicators and to agreed standard and schedule.

ORGANIZATION CHART



Key (3-4) major business challenges or objectives job holder will need to address or drive in the next 12-24 months

- Optimisation of P2P process
- Optimise Contracts Process
- Diligent vendor management

Requirements of job holder to resolve the problems and respond effectively to the needs

- Good understanding of mining & heavy equipment related procurement
- Analytical & negotiating skills
- Basic commercial & legal knowledge

- Establish effective communication structures with departments and employees involved

Key stakeholders & relationships that need to be managed by the position holder

- AML CEO / CFO
- Project Director
- Other team members of the Contracts Department and subordinates
- Other Departments such as Mine, Port, Rail etc.
- Finance Team

Measures of success after the first 1-2 years (KPA's & KPI's)

- Effective and satisfactory systems and procedures in place.
- Professional service with regards to contracts management.
- Good working relations with Providers / Contractors and AML Operations.

Potential consequences of the job holder NOT successfully executing in support of the specific drivers of the business/cultural priorities

- Contractual implications, that would cause schedule deviation.
- Budget overspend

Factors important to an individual's cultural fit in this job

- Well spoken (command of English)
- Adaptability and resilience.
- Good working and living relationships.
- Acceptance and respect of the Liberian Culture

Organizational knowledge (e.g., systems, processes, products, services, etc.) necessary to operate effectively in this job

- Contractual Management Structures
- Best practices within the construction / mining sector
- Good understanding of local and international contractual law.
- Management and implementation of structures and monitoring protocols.
- Company Policies and Procedures.

Education Requirements for this position (Formal qualifications)

Essential

- Bachelor's Degree (BCom)

Desirable

- Managerial Qualification
- **NEC Certification**

Key experiences needed prior to taking this position

Essential

- Minimum 5 to 10 years Contracts Management experience.
- Very strong working knowledge of SAP.
- High working knowledge of Microsoft Office.
- Demonstrated ability to lead a team safely and improve team safety awareness.
- High-level understanding of all relevant legislation affecting the employment and safety of persons in the mining industry in Liberia.
- Experience in managing costs and budgeting
- Demonstrated application of continuous improvement ideas
- Experience in incident/accident investigation
- Proven ability to deliver results and act as a change agent.

Desirable

- Prior experience in similar roles in Africa. Demonstrated positive outcomes will be an advantage.

Specific skills required for this position

Essential

- High analytical & negotiations skills preferably with mining / metal / manufacturing back ground
- Good Commercial acumen and strong negotiation abilities
- Demonstrated ability to motivate and lead teams of highly skilled and experienced personnel having diverse cultural backgrounds.
- Able to clearly demonstrate the aptitude to drive a light vehicle and hold a current Liberian driver's license or be able to obtain one.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your mining operations and technical knowledge to the local Liberian mine operations personnel.
- Able to deliver results on quoted KPI's.
- Able to construct systems that are the best method now and sustainable into the future.
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the Project / AML Operations and to understand, learn from and share cultural differences.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your mining operations and technical knowledge to the local Liberian mine operations personnel.
- Demonstrated application of continuous improvement ideas

Computer Skills:

- Good computer skills with the ability to use integrated management systems, word processing, presentation and spreadsheet applications.

Communication Skills:

- Ability to communicate effectively across all levels
- Confident communicator with senior management, legal entities and external stakeholders
- Strong report writing and presentation skills.
- Able to read and write English at an Upper Secondary School standard

Desirable

- Maintains or enhances other's self-esteem.
- Listens and responds with empathy.
- Knowledge of Liberian customs and legal processes

Personal Attributes needed to fulfill requirements of position

Essential

- Commitment to training of Liberian national citizens
- Demonstrated ability to lead a team safely and improve team safety awareness.
- Able to deliver results on quoted targets.
- Able to build relationships and engage people in continuous improvement processes. Always identifies the priorities correctly and works in a self-directed manner.
- Constructs systems that are the best method now and sustainable into the future.
- Able to step back from direct control of "hands on" work.
- Successfully delegates and trusts specialist staff for technical support.
- Manages interacting projects. Listens and responds with empathy.
- Shares thoughts, feelings and rationale (to build trust).
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the Project / AML Operations and to understand, learn from and share cultural differences.

Desirable

- Prepared to challenge "the way we do things".

To apply:

Please submit your letter of application along with your Curriculum Vitae Liberia.jobs@arcelormittal.com or at the Security Gates/Desk in Yekepa and Buchanan. All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: April 30, at 5:00 p.m.

Please note the following:

☐☐ Only short-listed candidates will be contacted. ☐☐

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY