

JOB VACANCY

INCUMBENT: None	DESIGNATION: Project
POSITION/JOB TITLE: Manager – Logistics & Material	LOCATION: Liberia
FUNCTIONAL AREA: Construction - Project	SEGMENT: Mining
DISCIPLINE: Project Management	
REPORTING TO: Project Director	BUSINESS UNIT: AM Liberia
Date Authored: April1, 2021	No of persons Managed: N/A

PRIMARY FUNCTION OF JOB (Mission)

Plan, lead, organize and control the operation and development of Project Logistics departments to ensure that the project meet agreed Business plan and corporate expectations in terms of volume, cost, safety and environmental activities ensuring the sustainability of AML. Assume full responsibilities for the mentoring and developing of Liberian staff.

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

Management Responsibility:

- Plan, develop and implement strategy for logistics management so as to meet agreed organizational performance plans within agreed budgets and timescales covering all relevant areas of Project operations.
- Establish and maintain appropriate systems for measuring necessary aspects of logistical management and development.
- Manage, Monitor, measure and report on all Project issues, opportunities and development plans and achievements within agreed formats and timescales.
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of project development, and to ensure they are fully informed of project objectives, purposes and achievements.
- Contribute to the evaluation and development of operational strategy and performance in co-operation with the executive team.
- Ensure vehicle transport (light and heavy duty) is effectively coordinated in Liberia to ensure that vehicles and drivers are available and deployed as per requirements.
- Lead the performance management process that measures and evaluates progress against goals.
- Oversee all administrative functions ensuring smooth daily operations. Provide direction, leadership and resources to all section managers and superintendents to ensure that an effective team

operation is established and maintained, and that morale is maintained at a high level.

- Oversee and assist in the development, implementation and monitoring systems and procedures to ensure operational targets are met, costs are minimised and all adverse variations are reported and remedied.
- Ensure appropriate facilities, procedures and workforce competence to achieve legal compliance, incident prevention and the achievement of tasks in an environmentally sustainable manner.
- Maintain and develop relationships with stakeholders in AML's activities, consistent with ArcelorMittal's Community Relations Policies.
- 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.
- Ensure the development and maintenance of up to date job procedures for all tasks performed within the function.
- Develop objectives for sharing common infrastructure and support services across ArcelorMittal and cascade this throughout function.
- Undertake continuous improvement programmes and initiatives to achieve and improve Assets 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 CEO and/or Project Director.
- 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, dissemination 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

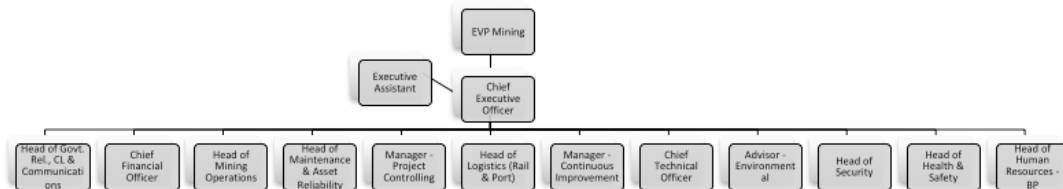
- Review capital requirements for department items, to meet long term objectives of the Company.
- Review departmental expenditure monthly and ensure all variances to budget are investigated and explained.
- Identify specific areas for cost improvement and ensure the development and implementation of action plans to achieve these gains.
- Coordinate compilation of the annual departmental budget.

Reporting

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

standard and schedule.

ORGANISATION CHART



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

- Achieving Health & Safety targets.
- Successfully managing and delivering planned levels of logistics targets.
- Ensure divisional budget is effectively controlled
- Employment of competent personnel.
- Managing large complex labour force.

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

- Immediate analysis of problem.
- Establishing the root cause of any problem.
- Establish effective communication structure within team.
- Establish and maintain credibility with the workforce.

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

- Heads of Functions
- Direct Reports
- Community Leaders
- Environmental Department
- Government Officials.

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

- Incident/accident free Safety record.

- Meeting budgetary targets
- Volume, quality and cost targets met.

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

- Unsafe port and rail activities resulting accidents and incidents.
- Accumulation of backlogs in the event that logistics planning and execution is not properly done.
- Not meeting budgetary targets
- Employee Relations unrest.

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

- Knowledge of contemporary operational development theory and methods
- Company Policies and Procedures.
- Processes within department and company.
- Product Quality.

Education Requirements for this position (Formal qualifications)

Essential

- Tertiary Qualifications (bachelor's degree/Technical Diploma) in Logistics or a related discipline.

Desirable

- Managerial Qualification

Key experiences needed prior to taking this position

Essential

- Significant experience (5 to 10 years) in logistics.
- A minimum of 5 years in leadership roles such as Logistics Manager in large operations
- Sound exposure to operational costing and control, budget development and capital justification
- Exposure to operations and project development in a developing country environment in terms of culture, business environment and infrastructure issues
- Sound knowledge of regulations and best practice
- Knowledge and experience in a processing operation in a developing country, demonstrating commitment to localization plans and sensitivity to local customs and practices.

- Experience in managing department costs and budgeting
- 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.
- Demonstrated application of continuous improvement methodology
- Experience in incident/accident investigation
- Proven ability to deliver results and act as a change agent.

Specific skills required for this position

Essential

- 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 current Liberian drivers 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 targets.
- 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 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

- Be physically fit and be able to pass a pre-employment medical examination.
- Commitment to training and development of Liberian national citizens
- 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.
- Asks for help and encourages involvement.
- 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 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