

## JOB VACANCY

<b>INCUMBENT:</b> None	<b>DESIGNATION:</b> Project
<b>POSITION/JOB TITLE:</b> Manager - Planning	<b>LOCATION:</b> Liberia
<b>FUNCTIONAL AREA:</b> Construction - Project	<b>SEGMENT:</b> Mining
<b>DISCIPLINE:</b> Project Management	
<b>REPORTING TO:</b> Project Director	<b>BUSINESS UNIT:</b> AM Liberia
<b>Date Authored:</b> April 1, 2021	<b>No of Persons Managed:</b> N/A

### PRIMARY FUNCTION OF JOB (Mission)

Responsible for ensuring continuous operation designs and manages systems for the efficient operation of the construction of the project, to enable achievement of business targets. This includes supporting the Operational Readiness Plan. Assume full responsibilities for the mentoring 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:

- Establishment the annual Operating Strategy plan for the process operations to achieve planned throughput, recovery and budget.
- Develop and manage systems to meet planned utilisation, productivity and performance.
- Carry out-processing, training and projects to agreed cost, quality, quantity and schedule.
- Maintain a formal management reporting system that incorporates performance statistics, any applicable statutory requirements and business improvement initiatives.
- Implementation of change management initiatives and other business improvement projects.
- 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 mining 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.

- Ensure effective communication with delegate prior to departure from site.

### **Safety**

- Ensure personnel are adequately inducted in their work area and are aware of all workplace rules and critical procedures applying at location.
- Actively contribute to site safety policy and new initiatives and implement change as directed by the Management Team.
- Actively promote, monitor and enforce compliance of personnel with safe work practices.
- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions be completed.
- Develop, implement and maintain safe work procedures and promote high safety and health awareness. Promote and comply with the AML Occupational Health & Safety Policy.
- Be responsible for the safe and efficient operation of the team.

### **Environment**

- Ensure appropriate facilities, procedures and workforce competence to achieve legal compliance, incident prevention and the achievement of tasks in an environmentally sustainable manner.
- Ensuring environmental risks of tasks are assessed and mitigated.
- Adhering to environmental procedures to ensure good housekeeping, resource conservation, spill prevention and the appropriate disposal of wastes.
- Reporting all environmental incidents to manager after implementing immediate corrective action.
- Promoting environmentally sound work practices in peers and contractors.

### **Employee Development**

- Develop and maintain a team structure that adheres to AML policies, enables teamwork and personal development while focusing on the achievement of results.
- Ensure training and coaching is provided to all employees, with specific attention to National and Local employees as part of the Company's Training and Localisation Plan.
- Ensure all members of the team 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 team receive feedback on their performance and participate in formal performance review processes.
- Develop a succession plan for direct report roles.

### **Planning and Scheduling**

- Develop the Annual Processing Plan and Budget.

- Work with Superintendent to develop and maintain the operations plan.
- Cascade plan and objectives through the team to ensure all activities are focused on agreed outcomes and reflected in the short-term plans.

### **Systems**

- Develop and manage systems to enable the achievement of the processing targets. Where site-wide or corporate systems exist, implement these to suit the objectives and needs of the processing operations. Systems include:
  - Operational and Process Control Systems
  - Short- and Long-Term Planning Systems
  - Product Security Systems
  - Management Operating Systems
  - Project Management
  - Safety Systems
  - Environmental Systems
  - Training and Development Systems
- Review and improve systems based on the monitoring, reporting and improvement ideas of direct reports and teams.

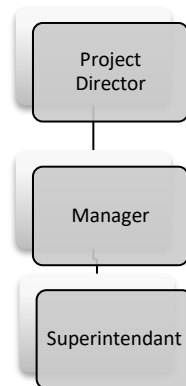
### **Financial**

- Review capital requirements prepared by direct reports and submit for approval.
- Review functional expenditure on a monthly basis 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 functional budget.

### **Reporting**

- Review and monitor all safety, service level and financial performance indicators for the function and initiate corrective action where necessary.
- Deliver reports to the Project Director as per agreed schedule and format.

## ORGANIZATION CHART



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

- Adhering to Health & Safety guidelines and meeting targets.
- Ensure continuous quality input into crusher.
- Supervise diverse and complex workforce.

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

- Maintain effective communication.
- Identify problems and establishing root cause analysis.
- Establish positive employee relations.

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

- Manager/s
- Superintendent/s
- Supervisor/s
- Supporting Department/s
- Health & Safety Department

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

- Safety targets met.
- Production and 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 mine working resulting accidents and incidents.
- Below target production.

- Below standard quality.
- Employee Relations unrest.

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

- Well spoken (command of English) Adaptability.
- Good working and living relationships.
- Understanding and respect of different cultures.

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

- Procurement System.
- IT Communication.
- Company Policies and Procedures.
- Process within department.
- Product Quality.

#### Education Requirements for this position (Formal qualifications)

##### Essential

- Bachelor's Degree in Engineering & SAP Qualification + 5 Years' experience in construction & Management

##### Desirable

- Primavera P6

#### Key experiences needed prior to taking this position

##### Essential

- Significant experience in Managerial roles in minerals processing operations, including several years in frontline leadership roles.
- Experience in integrating maintenance, metallurgy and operational planning requirements.
- Experience in plant shutdown management and process equipment commissioning.
- Experience in developing management operating systems.
- Knowledge of competency-based training systems.
- Competent in incident/accident investigation
- Experience in managing costs and budgeting

##### Desirable

- Demonstrated application of continuous improvement ideas

#### Specific skills required for this position

##### Essential

- Proven ability to deliver results and act as a change agent.
- 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.

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

**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 AML Operations and to understand, learn from and share cultural differences.

**Desirable**

- Prepared to challenge “the way we do things”.
- Understands the “big picture”
- Maintains or enhances others’ self-esteem.

**To apply:**

Please submit your letter of application along with your Curriculum Vitae [Liberia.jobs@arcelormittal.com](mailto: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**