

JOB VACANCY

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

PRIMARY FUNCTION OF JOB (*Mission*)

The Project Controls Manager oversees all project services and project controls activities related to design, procurement, construction, commissioning and closeout of project activities from conceptual study to full execution. He is responsible for delivery of the construction activities for the project, including all engineering and contractor management activities required to complete the scope safely, on time, with the correct quality and operability, and at the right cost. This includes the Operational Readiness.

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

Management Responsibility

- *Management of the overall project execution for construction activities, including stakeholder engagement and liaison with other project area managers and external stakeholders throughout the project to ensure successful delivery of the project.*
- *Be responsible for delivery of all aspect of project controls*
- *Validation of feasibility studies against schedules and budgets*
- *Validate business model and develop/implement opportunities*
- *Risk analysis and mitigation*
- *Ensuring Safety considerations are built into scheduling activities*
- *Conducting analyses and developing mitigation plans (spend vs. budget, schedule progress against milestones, Earned Value Management)*
- *Act as the “point of contact” between the Implementation Contractor and the existing operating facilities to ensure minimal disruption to both operations and construction activities.*
- *Determination and control of the construction scope and deliverables including change control management.*
- *Development, monitoring and control of achievable project construction schedule.*

- *Input into the project cost budget, ensuring the project is appropriately funded and completed within the approved budget.*
- *Determine and implement quality requirements and improvements in project ensuring deliverables will satisfy the objectives for which it is undertaken.*
- *Determine the resources required to manage project tasks including selection and appointment of personnel and the development of a cohesive project team.*
- *Review the planned, actual and forecast resource levels for the EPCM / EPC Contractor and consultants and challenge the contractor on this where necessary.*
- *Manage timely and appropriate generation reporting and distribution of project information via formal structures and processes.*
- *Identification, analysis and mitigation of potential risk events including establishment of a risk register and initiation of corrective action when required.*
- *Management of procurement process for project including effective acquisition of goods and services and contract management.*
- *Participate in project close out review and post investment reviews where required.*
- *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.*
- *Investigate, assess and where appropriate, trial new technology, keeping abreast of industry developments.*

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 CTO.*
- *Develop and promote a pro-active safety culture through the identification, development, and review of safe practices and procedures, and by ensuring awareness of all departmental personnel.*
- *Actively promote, monitor and enforce compliance of personnel to safe work practices.*
- *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 programs 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 programs to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill cleanup.*

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.*

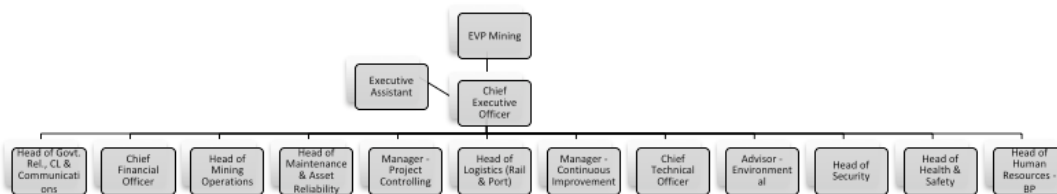
Financial

- *Review capital requirements for department items, to meet long term objectives of the Company.*
- *Review departmental 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 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 Projects Manager and, or COO on agreed performance indicators and to agreed standard and schedule.*

ORGANIZATION CHART



Education requirements for this position (Formal qualifications)

Essential

- *Professionally qualified: Mining Engineer, Civil Engineer, or Geotechnical Engineer.*

Desirable

- *Graduate Certificate, Diploma, or Master's Degree in Project Management.*
- *Management Qualification.*

Key experiences needed prior to taking this position

Essential

- *Proven experience in Greenfield Projects (minimum 3 years) to a minimum value of 100 million USD.*
- *15-20 years' experience in Mining, and or Construction industry.*
- *At least 5 years' experience managing an iron ore operation.*
- *Feasibility and Execution experience in similar projects and industry*
- *Strong business acumen, with a solid understanding of Scheduling and Commercial Controls and Costing models, with a proven track record of implementation*
- *Experience leading a multidisciplinary team.*
- *Ability to work in Europe and Liberia.*
- *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.*
- *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 / West Africa. Demonstrated positive outcomes will be an advantage.*

Specific skills required for this position

Essential

- *Solid understanding of preparation or development of structures and systems to ensure effective environmental controls and management.*
- *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.*
- *Demonstrate a commitment to understanding local culture and impart mining operations and technical knowledge to the local Liberian project and 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.*
- *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 and higher.*

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 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.*
- *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