

JOB VACANCY

INCUMBENT: Vacant	DESIGNATION: Senior Manager
POSITION/JOB TITLE: Senior Manager Project Controls	LOCATION: Yekepa/Buchanan
FUNCTIONAL AREA: Projects	SEGMENT: Mining
DISCIPLINE: Execution Management	
REPORTING TO: Director - Projects	BUSINESS UNIT: AM Liberia
Date Authored: April 1, 2021	No OF PEOPLE MANAGED: N/A

PRIMARY FUNCTION OF JOB *(Mission)*

The Senior Manager Project Controls has the overall and primary responsibility for ensuring that appropriate systems and procedures are in place to provide accurate, timely information to the Project Leadership Team to enable them to manage the project effectively, look at the impacts of changes and trends and, where appropriate make adjustments to the execution plans to ensure that the Team successfully achieves the goals and KPI's of the AML concentrate expansion.

The role requires full compliance with AML health and safety goals and objectives whilst holding primary responsibility for planning, execution and closing activities necessary to successfully control and report the project to the KPI's.

To ensure adherence to best practise Project Management principles whilst managing the project control function.

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

Core Accountabilities

- Provide leadership and direction of safety management across all facets of the project execution where necessary
- Comply with all aspects of ArcelorMittal and ArcelorMittal Liberia policies and values including the AM Code of Conduct.
- Participate and lead Environment and Community representation and activities in conjunction with AML leadership
- Ensure project control and reporting requirements (safely / timely / budget / people / quality etc.) are conveyed in a timely manner to Operations and ECM contract personnel.
- Project control related communication or progress meetings, where project controls or reporting requirements / discussions / negotiations will occur.
- Mentor and coach Owners' team members and project engineers.

- Build relationships with ECM Functional Leads and internal stakeholders to ensure execution/construction control and reporting problems are addressed and resolved effectively in a timely manner.
- Ensure direct reports are provided with clear direction and work expectations.
- Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing project control or reporting related organisational or technical problems and opportunities; using appropriate interpersonal styles and methods to inspire and guide individuals and teams towards goal achievement; establishing and accomplishing significant personal and team goals.
- Periodically assess competency and performance of direct reports against business requirements and prepare corrective and development plans as necessary.
- Develop effective communication processes to maintain and motivate employees, ensuring they work to achieve the best outcome.
- The Senior Manager Project Controls will have the authority and responsibility as outlined in the Project Delegation of Authority Matrix

Project Specific Accountabilities

- Management of overall project control and reporting function and governance processes throughout the project construction and commissioning lifecycle including implementation of appropriate project control management plan that will ensure successful delivery of the project.
- Determination, monitoring and analysis of the project construction scope and deliverables required including change control management.
- Develop a budgeting and cost control system based on detailed work packages to enable the leadership team to have access to an accurate picture of cost expended, commitments, accruals and payment and a forecast value for each package.
- Oversee a planning system to enable the leadership team to accurately assess progress against the plan and provide them with the information needed to instigate appropriate actions to address any changes or slippages to the construction schedule.
- Determine and implement the project document control systems and requirements. The system should ensure all required, systems and deliverables will satisfy the Project and operational quality, commercial, engineering and reporting objectives.
- Develop and implement the project budgeting and cost control systems and requirements based on detailed work packages to enable the leadership team to have an accurate picture of cost expended, commitments, accruals, payments and a forecasted value for each package.
- Determine required resources to manage project controls tasks including selection and appointment of resources and development of cohesive project team.
- Assemble and update forecasts based on data from the planned, actual and forecast construction resource levels for the ECM, OEM consultants and contractors and challenge on this where necessary.
- Manage timely and appropriate generation and distribution of project construction information via formal structures and processes.
- Identification, analysis and mitigation of potential risk events including establishment of risk register and initiation of corrective action when required.

- Reporting and monitoring of residual procurement process for the project including satisfactory acquisition of goods and services and compliant contract management.
- Ensure the accuracy and timing of the cost, scheduling, contracting and procurement reports and systems for the project
- Establish, supervise and maintain the cost recovery process and prepare specific cost recovery reports.
- Ensure required funding for project is provided in a responsible and timely manner including provision of information necessary for budget submissions, funding approvals, financial forecasts and vendor payment approvals.
- Oversee and administer the system to manage construction “Requests for information” and “Technical queries” raised with the Owner’s Project Team by the construction contractors to ensure the flow of information is controlled, recorded and time frames are met.
- Participate in project close out review and post investment reviews where required.

Safety

- Provide leadership necessary to ensure that construction 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/or CEO.
- Develop and promote a pro-active construction 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 construction personnel with safe work practices.
- Oversee all construction 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 construction work areas are identified and controlled.

Environment

- Ensure environmental programs are legally compliant during construction and the risk is reduced to 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.
- Oversee all construction incidents to ensure they are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.

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

Reporting

- Review and monitor all construction safety, service level and financial performance indicators and initiate corrective action where necessary.
- Deliver reports to the Project Director and Corporate Head of Projects on agreed performance indicators and to agreed standard and schedule.

Education Requirements for this position (Formal qualifications)

Essential

- *Professionally qualified:*
 - *Project Controls/Services Manager (Post Grad. Degree, Advanced Diploma, Graduate Certificate)*
 - *Engineer, Accountant or Financial/Business Analyst*

Desirable

- *Post Graduate Management Qualification*
- *Master degree in Business Administration*

Key experiences needed prior to taking this position

Essential

- *Proven and measurable leadership of safety behaviours and systems within a large project construction environment*
- *Proven Project Controls/Services Manager/Director with execution phase experience at senior level on Mining, Processing and/or Materials Handling Infrastructure Capital Projects \$1B plus, for 5 to 10 years.*
- *Proven experience in administrating the development and construction of Brownfield Processing and/or Materials Handling Infrastructure Projects (minimum 3 years) to the value of a minimum of 500 million USD in Iron ore or hard rock mining*
- *Proven project controls function in multi discipline, construction based EPCM/ECM Processing and/or Materials Handling Infrastructure Project delivery experience in similar projects and industry*
- *Proven Owners team / client management experience in construction phase team assembly and development*

- Demonstrated and measurable, successful delivery controlling and reporting function in a relevant industry or project discipline in which the project is being executed in accordance with agreed KPI's
- Proactive and practical 'out of the box' thinker and creator of controlling and reporting systems and plans that acts as a forward-thinking agent.
- High level understanding of all relevant legislation affecting the employment and construction safety of persons in the mining industry in Africa particularly West/Central Africa.
- Demonstrated and measurable application of continuous project controlling and reporting improvement ideas that respond to the construction challenges that arise in each phase, discipline or function of a project in execution
- Demonstrated and measurable experience in overseeing, investigating and reporting construction incident/accidents on multi-discipline construction projects

Desirable

- Prior experience in similar construction roles in Africa, particularly West or Central with demonstrated and measurable positive outcomes will be an advantage.

Specific skills required for this position

Essential

- *Solid understanding of preparation or development of project controls based structures and systems to ensure effective project controls and management*
- Demonstrated ability to motivate and lead teams of highly skilled and experienced personnel having diverse cultural backgrounds.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your project reporting and technical knowledge to the local Liberian construction personnel.
- Able to deliver results on quoted targets and to construct systems that are the best method now and sustainable into the future.
- Provide execution 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 and external stakeholders
- Strong report writing and presentation skills.

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 construction 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