

JOB VACANCY

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

PRIMARY FUNCTION OF JOB *(Mission)*

Responsible for the execution of the planning functions of the project, through planning and directing activities to achieve project and/or business objectives and 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)*

Main Responsibility:

- Delivering the Project plan (short-term and long-term) within context of the Project and Operational Readiness plan framework.
- Assist with the costing, budgeting and forecasting of the department in a timely and accurate manner
- Ensuring effective performance of the Project Planning Department through building high performance relationships with all customers and suppliers to the department
- Undertaking feasibility analysis to determine suitability of Project deliverables.
- Controlling short-term and long-term project planning to ensure standards of quality, cost, safety and performance are observed and time schedules are met
- Accountable for the delivery of the progress planning and monitoring requirements inclusive of the project plan and required reporting data through project planning and business systems.
- Deliver the Project Strategy plan for the project to achieve planned throughput, recovery and budget.
- Develop and manage systems, schedules and plans to meet project deadlines.
- Maintain a formal management reporting system that incorporates performance statistics, including any applicable statutory requirements and project improvement initiatives.
- Assist the Project Manager with implementation of change management initiatives and other project improvements.
- 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 project.

- Prepare and manage the budget for the function.
- 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.
- 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 Head of Project 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, 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.

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.

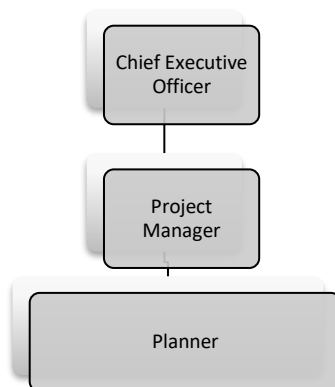
Financial

- Review capital requirements for department items, to meet long-term objectives of the Project.
- Review departmental costs 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.
- Co-ordinate 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 Head of Projects and AML CEO 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

- Develop Project Network & Schedule.
- Establish Project time-lines and deliverables.
- Implement and manage planning systems and procedures.

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

- Effective auditing and compliance verifications.
- Establish effective communication structures.
- Manage and report any schedule deviations.

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

- AML CEO / CFO / COO / CFO
- Head of Projects.
- AML Operations.

<ul style="list-style-type: none"> • Departmental Leads.
Measures of success after the first 1-2 years (KPA's & KPI's)
<ul style="list-style-type: none"> • Successful long- and short-term project planning. • Development of Project Network & Schedule • Implementation of planning processes and procedures. • Develop effective reporting structures on progress.
Potential consequences of the job holder NOT successfully executing in support of the specific drivers of the business/cultural priorities
<ul style="list-style-type: none"> • Product Quality, mine development adversely affected.
Factors important to an individual's cultural fit in this job
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Company Policies and Procedures. • Processes within department and company.
Education Requirements for this position (Formal qualifications)
<p>Essential</p> <ul style="list-style-type: none"> ○ Bachelor's Degree in mining/<i>Civil Engineering/Geology/Metallurgy/Chemical Engineering</i> <p>Desirable</p> <ul style="list-style-type: none"> • Supervisory Qualification
Key experiences needed prior to taking this position
<p>Essential</p> <ul style="list-style-type: none"> • Minimum 10 years experience in a project execution planning environment of which a minimum of 5 years in a senior supervisory capacity • Experience in developing management operating systems. • Knowledge of competency-based training systems. • Competent in incident/accident investigation. • Proven ability to deliver results and act as a change agent. • 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. • Knowledge & experience with Primavera 6 planning software. <p>Desirable</p> <ul style="list-style-type: none"> • Prior experience in similar roles in Africa. Demonstrated positive outcomes will be an advantage.

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 a current Liberian driver license or be able to obtain one.

Computer Skills:

- Good computer skills with the ability to use integrated management systems, Primavera 6, Word processing, presentation and spread sheet 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.

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.
- 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