

Position Title	Training & Development Superintendent	MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.
Department	Human Resources	
Location	Marampa Mines Site, Lunsar	
Reporting to	Human Resources Manager	
Eligibility	Open to Sierra Leonean Nationals only	

Position Summary

MML seeks to hire a qualified, competent and experienced **Training & Development Superintendent** to lead the planning, implementation, and continuous improvement of training and development programmes across all departments on site. The **Training & Development Superintendent** ensures workforce capability, compliance with operational and safety standards, and effective knowledge transfer, particularly between expatriates and national employees.

RESPONSIBILITIES

- Develop and implement an annual site-wide training strategy aligned with business goals, safety regulations, and workforce development needs.
- Design training plans for functional areas: mining, processing, engineering, haulage, safety, and support services.
- Drive localisation efforts through targeted skills transfer and mentorship programmes.
- Ensure all statutory and mandatory training (e.g. HSE inductions, First Aid, Fire Safety, equipment competency) is tracked and delivered.
- Maintain training matrices and ensure all employees meet role-specific certification requirements.
- Collaborate with Safety and Operations teams to deliver regulatory training and site audit readiness.
- Oversee the development and rollout of OJT programmes, including task training, standard operating procedures (SOPs), and job shadowing.
- Monitor performance and effectiveness of training delivery across departments.
- Provide coaching to line trainers and supervisors on adult learning and competency assessment.
- Manage the Learning Management System (LMS) and or digital training records to ensure accurate data capture and compliance documentation.
- Generate monthly reports on training compliance, skill gaps, and training hours by department.
- Analyse training KPIs and make data-driven recommendations for continuous improvement.
- Lead and develop a team of trainers, assessors, and administrative staff within the Training Department.
- Collaborate with departmental heads to assess training needs and create fit-for-purpose training interventions.

- Liaise with external training providers, certifying bodies, and regulators.
- Ensure all new hires complete induction and role-specific training.
- Coordinate onboarding packages and track probation training progress.
- Align training with gaps from performance appraisals and monitor performance improvement plans.
- Evaluate training impact on job performance.
- Support creation and monitoring of Professional Development Plans; recommend learning pathways and track completion.
- Develop succession planning by identifying key roles, supporting high-potential talent, and preparing internal candidates for leadership or technical roles.

EDUCATION & EXPERIENCE

- Bachelor's degree in education, Human Resources, Industrial Training, or a related field.
- Certification in Workplace Training and Assessment (e.g. TPMA, NVQ Assessor, or equivalent).
- Minimum 7 years' experience in training and development, with at least 3 years in a leadership role within the mining or heavy industry sector.
- Proven experience designing and delivering training in technical, operational, and HSE areas.
- Experience with training compliance audits and government reporting.

REQUIRED SKILLS

- Strong knowledge of competency-based training and adult learning principles.
- Excellent planning, coordination, and presentation skills.
- High attention to detail and strong administrative capability.
- Strong interpersonal skills and ability to work with diverse national and expatriate teams.
- Advanced skills in Microsoft Office, especially Excel and PowerPoint.
- LMS experience is a plus.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment.
- May require flexibility to work extended hours, weekends, and holidays.
- Site-based role with frequent field presence across departments and shifts.
- Fast-paced and operationally demanding environment with exposure to mining equipment and heavy machinery.
- Occasional travel to training providers or head office as required.

HOW TO APPLY & CLOSING DATE

Please forward your application, including your CV, cover letter, copies of your educational and professional certificates and any other supporting documents.

To Marampa Mines Limited. Human Resources desk via the main entrance gate of the Mine Site, Lunsar or e-mail:

MMLRecruitment@marampamines.com

<https://marampamines.com/careers/>

The closing date for receipt of applications is January 31 2026.

Only shortlisted candidates will be contacted and may be required to perform written and practical assessments, where applicable.

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