**Vacancy Announcement**

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| **Job Position** | **Deputy Director General**  |
| **Closing Date** | **24th December 2018** |
| **Grade**  | **P2** |  |  |
| **GOSL Department** | **National Minerals Agency:** established to facilitate the development of the minerals sector by strengthening the administration and management of minerals rights, improving the geological knowledge of the country, managing the trade in precious minerals and administration of the Kimberly Process Certification Scheme.  |
| **Location** | Based in Freetown with travel throughout Sierra Leone and occasional international travel |
| **Reports to** | Board of Directors and the Director General  |
| **Supervises**  | * Director of Mines
* Director of Geological Survey
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| **Nature and Scope of Work (Job Profile)** | Assist the Director General in administration of the minerals sector, in accordance with relevant laws and regulations and with the vision, mission and values of the agency. |
| **Education and** **Professional Qualifications and Experience** | * Degree in Mining, Earth Science or Geology from a recognized University or in any relevant field, ideally to postgraduate level.
* Additional relevant professional qualifications will be an advantage.
* At least 10 years experience in an executive management field in the Public Service and/or Private Sector.
* At least 10 years experience in a mining, geology or similar technical field.
* Familiarity with the Sierra Leone mining sector.
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| **Key Internal Relationships** | * NMA Board of Directors
* NMA Directors and Directorate staff (both technical and administrative)
* NMA Regional Managers and staff
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| **Key External Relationships** | Representatives of:* Ministry of Mines and Mineral Resources
* Other Government of Sierra Leone Departments and Agencies
* Exploration and mining companies (either currently active or potential
* investors)
* Local communities
* Civil Society Organisations
* International Donor Partners
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**Responsibilities**

Note that key performance indicators (KPIs) will be created for this position and performance measured against them.

**Overarching responsibilities**

* Be the principal assistant to the Director General and act in his absence.
* Provide leadership to the work of the Directorates of Mines and Geological Survey in order to achieve the aims and objectives of the Agency’s Strategic Plan. This will include the development of strategic objectives and performance criteria for the Directorates as well as for staff under direct supervision.
* Assist the Director General in developing a culture in which the Agency’s values and principles are known and understood by staff who are motivated towards the Agency’s vision and strategic objectives.
* Assist the Director General to take actions and establish systems to ensure that the laws and regulations pertaining to the minerals sector in Sierra Leone, including the Mines & Minerals Act 2009 and associated administrative, operational, health and safety and environmental regulations, are administered in letter and spirit.
* Assist the Director General to establish management oversight of the day-to-day application of laws and regulations by technical Directorates of the Agency, including Mining Licensing, Geological Survey and Precious Minerals Trading.
* Assist the Director General to develop policies to promote inward and national investment in Sierra Leone’s sector including liaison with potential investors and with companies already active in exploration or mining in Sierra Leone in support of the Ministry of Mines and Mineral Resources’ investment promotion activities.
* Be available to the general public and civil society organizations on matters related to the administration of exploration and mining licensing.
* Development of proposals for the improvement of policies and procedures
* Any other duty assigned by the Board of Directors and the Director General

**Internal responsibilities**

* Support the Director General in the day-to-day operation of the Agency.
* Assist the Director General to ensure the implementation of the vision, mission and values of the NMA.
* Assist the Director General to monitor and manage issues and risks relating to the vision, mission and values of the NMA.
* Assist the Director General to communicate and coordinate with other Government of Sierra Leone Departments and Agencies to ensure ‘joined up’ implementation of laws and regulations relating to the minerals sector.
* Assist the Director General to assess policy effectiveness and the provision of advice on policy to the Ministry of Mines & Mineral Resources and other relevant Government of Sierra Leone bodies.

**Competencies**

* Excellent leadership, organisational and inter-personal skills
* Team working approach to challenges and opportunities
* Highly developed planning and organizational skills
* Excellent written and oral communication skills, especially as regards public speaking.
* Enthusiastic and creative approach to problem-solving
* Fully computer literate
* Integrity in all matters
* Ability to deliver under stress and to attend to several tasks simultaneously.
* Finely tuned sense of judgment and a very high level of professionalism and credibility
* Complete knowledge and understanding of the Mines and Minerals Act 2009, NMA Act 2012, Precious Minerals Act 2012 as well as the social and environmental, operational and administrative regulations pertaining to the Mineral sector.

**Address Applications to:**

The Chairman

Board of Directors

National Minerals Agency Head Office

New England Ville

Freetown

Or emailed to michaela@nma.gov.sl

**Only shortlisted candidates will be contacted for interview.**