

JOB PROFILE

A. Job Information	
Job Title:	SENIOR MINE OPERATIONS SUPERVISOR
Job Grade:	
Location:	NAMLC - KONONGO
Department:	MINING.
Job reports to:	MINE SUPERINTENDENT

B. Job purpose:
<p><i>A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).</i></p> <p>The Senior Mining Operations Supervisor is responsible for overseeing day-to-day mine site operations to ensure safe, efficient, and cost-effective production. This role provides leadership to frontline supervisors and mining crews, ensures compliance with safety and environmental standards, and drives operational excellence through effective planning, monitoring, and execution of mining activities</p>

C. Responsibilities/Key Objectives:	
<p><i>List five to eight major activities and contributions to the organisation for which this job is held accountable.</i></p>	
1	Supervise and coordinate mining activities including drilling, blasting, loading, hauling, and ore/waste management.
2	Ensure production targets are met in alignment with mine plans, schedules, and budgets.
3	Monitor equipment utilization and operational efficiency, escalating issues where necessary.
4	Promote a strong safety culture through visible leadership and consistent application of safety standards.
5	Ensure compliance with occupational health, safety, and environmental regulations of Ghana (Mining and Minerals Regulations of the Minerals Commission and standards of the Environmental Protection Authority (EPA).
6	Lead incident investigations and implement corrective and preventive measures.
7	Lead, mentor, and develop a team of supervisors, operators, and technicians.
8	Conduct performance reviews and implement training programs to build capability.
9	Foster teamwork, accountability, and continuous improvement across crews.
10	Work closely with mine planning and engineering teams to align daily operations with short- and long-term plans.
11	Monitor and report on production metrics, equipment performance, and workforce productivity.

12	Identify opportunities to optimize costs, improve recovery, and reduce downtime.
13	Any other tasks that may be assigned by senior leadership.

D. Inherent Requirements of the Job

The minimum qualifications, skills, knowledge, experience and behavioural attributes are required to perform the job competently.

Minimum qualification/s Experience (A basic summary of the previous level of experience required to start in the position)	<ul style="list-style-type: none"> • Bachelor's degree in Mining Engineering or its equivalent. • Minimum of Mine Captain's Certificate of competency from Minerals Commission of Ghana. • Minimum 7–10 years of mining experience, with at least 3–5 years in a supervisory capacity.
Technical competencies	<ul style="list-style-type: none"> • Strong knowledge of open-pit mining methods, equipment, and processes. • Demonstrated leadership ability in managing large teams in a mining environment. • Proven track record of promoting workplace safety and environmental responsibility. • Proficiency in mine planning software and fleet management systems would be an advantage but not essential. • Good knowledge of MS Office Suite.
Skills and Experience	<ul style="list-style-type: none"> • Leadership & Team Development • Safety & Risk Management • Operational Planning & Execution • Continuous Improvement & Innovation • Stakeholder Communication • Problem-Solving & Decision-Making • Strong analytical abilities. • Excellent time management. • Good business commercial acumen. • Good communication prowess.
Business Behaviors	<ul style="list-style-type: none"> • Must show a high level of integrity. • Be Solution-oriented. • Maintain professionalism. • Ability to plan strategically. • Incorporate new approaches in key change initiatives. • Produce effective business results.

	<ul style="list-style-type: none"> Promote ideas with impact
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E. Job description agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.

We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.

Title	Name	Employee Number	Signature	Date



SEND APPLICATIONS TO:

THE RECRUITER
NORTHERN ASHANTI MINES LIMITED COMPANY
P.O.BOX 26
KONONGO

Email: info@northernashantimines.com