

VACANCY



ABOUT GEITA GOLD MINING LTD

Geita Gold Mining Ltd (GGML) is Tanzania's leading gold producer with a single operation in Geita Region. The company is a subsidiary of AngloGold Ashanti, an international gold producer headquartered in South Africa, with operations in more than ten countries, in four continents. The mine is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 85 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its head office in Geita, only 5 Km's west of the fast-growing town of Geita, and also a supporting office in Dar es Salaam. Applications are invited from ambitious, energetic and performance driven individuals to fill in vacant position(s) mentioned below:

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Position:	Clerk 1 - Warehouse
Contract type & Duration:	Fixed Term Contract (1 Year)
Department:	Supply Chain
Reporting to:	Supervisor – Warehouse
Number of Positions:	Three (3)

PURPOSE OF THE ROLE:

The role is responsible for physical, controlling daily receiving of the company's stocks, unloading deliveries, verification, proper arrangement on transferring materials and forwarding the same to satellite Warehouses, storing, issuing, handling documents, record keeping and maintaining stock accuracy as directed by the immediate Supervisor. Responsible for daily Safety activities and housekeeping activities as directed by the immediate Supervisor.

QUALIFICATIONS:

Minimum Certificate of Secondary Education (CSEE) with:

- Certificate in Materials Management or,
- Diploma in Supply Chain Management / Materials Managements / Logistics

EXPERIENCE:

- At least 2 years' working experience in the Supply Chain
- Self-Motivated and can work under minimum Supervision.
- Possession of driving license and experience in Warehouse will be an added advantage

MAIN OR KEY ACCOUNTABILITIES:

- Checking properly the items with at staging area in comparison with GRN then bringing the same properly
- Conduct perpetual and annual stock take as directed
- Housekeeping in the Warehouse
- Picking the items from staging area and forwarding them in the bin locations
- Proper binning, stacking, and storing of material in the Warehouse
- Print pick list from SAP (Systems Application and Products in Data Processing) ERP Systems, issuing items to End User and posting the issuing slip into SAP
- Confirming the items descriptions and quantities against the GRN (Goods Received Note) and proper handling of materials from Central Receiving Warehouse to Satellite Warehouses; then transporting same to Satellite Warehouses.
- Checking the inabilities and reporting same to Supervisor
- Identifying potentials stock-out and reporting to the Supervisor

- Managing daily, weekly, and monthly stock count (cycle count)
- Identifying Non – conforming items and damaged ones and then reporting them to Supervisor.
- Conducting annual stock take as directed
- Offloading delivery trucks, tallying and confirming deliveries
- Consignment verification, identifying substandard delivered materials

ADDITIONAL REQUIREMENTS:

- Be safety conscious and ability to clean the Warehouse after every work (housekeeping)
- Able to make reasonable decisions.
- Physically fit
- Must have good written and oral communication skills in English Language
- Ability to show initiative and coordination skills and be able to interact with a team
- Ability to maintain composure under stressful situations and conflicting priorities.
- Computer Skills – (Excel and word skills)

MODE OF APPLICATION:

- Please apply through our recruitment portal by following the link below. Please click the link or type the URL address on a website browser to access the application portal.
- On the portal you will be required to upload your detailed CV, copies of relevant certificates, e- mail and telephone contacts, names and addresses of three referees. Please do not attach certificates that are not related to the qualifications stated above.
- You will also be required to upload a cover / application letter addressed to “Senior Manager Human Resources, Geita Gold Mining Ltd”. Subject should be “**Clerk 1 - Warehouse**”

Application link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=18457&company=AGAprod>

- If you struggle to apply via the link provided, please head over to our website <https://www.geitamine.com/en/people/> for a step-by-step guide on how to apply for jobs on our recruitment portal (*SuccessFactors*).
- You will be required to present original certificates if you are contacted for interviews.
- Internal Applicants (those currently employed by AngloGold Ashanti) must have their application letter endorsed by their Head of Department (HOD) or Manager once Removed (MoR).

APPLICATION DEADLINE:

- Applications should reach the above on or before **24th February 2022 at 5:30 Pm**
- Only shortlisted candidates will be contacted for interviews.

NOTE ON COVID-19 PREVENTION:

- Please note when you are invited for interviews, you will be required to present proof of vaccination against COVID-19 (Covid-19 vaccination certificate) or if you are not vaccinated, please go for a Covid-19 test and obtain a 96 - hour valid PCR Covid-19 negative certificate.
- You are also advised to adhere to all recommended prevention measures including proper wearing of face masks and washing or sanitizing your hands before you are allowed through Geita Gold Mine entry points.

BEWARE OF CONMEN! GGML does not receive money in exchange for a job position. Should you be asked for money in exchange for a job offer or suspect such activity, please report this immediately to our Security Department, Investigation Unit, by calling +255 28 216 01 40 Ext 1559 (rates apply) or use our whistle-blowing channels by sending an SMS to +27 73 573 8075 (SMS rates apply) or emailing 24cthonesty@ethics-line.com or use the internet at www.tip-offs.com

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Position:	Coordinator 1 - Technical Training
Contract type & Duration:	Unspecified time contract
Department:	HSE & Training
Reporting to:	Senior Officer – Technical Training
Number of Positions:	One (1)

PURPOSE OF THE ROLE

To enhance engineering capabilities of technical training programs according to GGM engineering employees according to the organization requirement. The Technical Training Coordinator 1 (Fitter mechanic) is to train and develop candidates on Technical Training and be able to use tools and engineering techniques to maintain and repair mechanical plant machinery and mining equipment to operational standards.

QUALIFICATIONS:

- A Diploma / Full Technician Certificate (FTC) or Degree in Mechanical Engineering.
- Holder of a TOT certificate or any related proof of being engaged in training / educational systems.
- Valid Driver's License.

EXPERIENCE:

- At least three (3) years of work experience with proven track record and exposure in engineering training.
- Considerable knowledge in mining fixed plant and mining heavy mobile equipment maintenance.

MAIN OR KEY ACCOUNTABILITIES:

- Comply with all HSE policies, procedures and instructions. This includes the correct use of safety devices and protective equipment, promptly reporting of any hazardous situations which cannot be corrected by an individual, making the necessary changes to eliminate or control the hazard and reporting immediately any accident or injury which arises in the course of work.
- Take reasonable care for own safety and that of other persons who may be affected by his / her acts.
- Ensure that all tools are serviceable and safe to use precision measuring instruments to check parts to fit
- Maintain Safety and Technical training standards to comply with the Company safety and technical program
- Ensure all training facilities are safe for use all time, and well secured
- Provide high quality engineering training courses and he/she prepares personnel orientation aids, handbooks, manuals, course outlines and other employee development materials
- Develop and review comprehensive technical training modules for a wide range covering engineering field to meet business standards.
- Enforce the company Training calendar along with engineering Training Matrix schedule.
- Implement Technical Training Solutions as per available training Matrix and on ad-hoc basis
- Observe costs in the areas of Personal Protective Equipment's and the training aids provided
- Oversee the inspection and recertification, use, transport and storage of the training facilities
- Assist in developing and maintain constructive relationships with Internal like Engineering/Technical departments
- Assist to conduct individual and team skills gap analyses
- Assist to develop and run technical training courses for beginner and intermediate

- Gather feedback from trainees recommend suggestions to the learning process

ADDITIONAL REQUIREMENTS:

- Registered by Engineers Registration Board (ERB) is preferable
- Adequate knowledge of system structures and how to troubleshoot systems
- Extensive experience on all or key mining safety and technical standards.
- Ability to improve / maintain operational effectiveness within process.
- Strong computer skills with intermediate proficiency in MS Office programs.
- Must have good written and oral communication skills in English Language.
- Ability to plan organize, allocate, execute and monitor / control work.
- Ability to follow & apply organizational procedures and legislative requirements
- Ability to facilitate focus group discussions, conduct classroom learning sessions, seminars, and workshops.
- Problem-solving skills, which enable a mechanical fitter to solve and repair system issues efficiently and effectively
- Ability to apply managerial leadership concepts in workplace.

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- You will also be required to upload a cover/application letter addressed to “Senior Manager Human Resources, Geita Gold Mining Ltd”. Subject should be “**Coordinator 1 - Technical Training**”

Application Link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=18379&company=AGAprod>

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Position:	PA Administrator - Security
Contract type & Duration:	Unspecified time contract
Department:	Security
Reporting to:	Superintendent - Compliance and Assurance
Number of Positions:	One (1)

PURPOSE OF THE ROLE

The role exists to provide administrative support to GGM security database including input of exit forms for all security related dismissals or terminations. The role holder also manages and compile month end reports, perform security administration work, compile reports and letters for Security Manager, compile incident reports, compile security crime and other statistics, and handle filing of all security department correspondences.

QUALIFICATIONS:

- Ordinary Secondary school Qualification or above

EXPERIENCE:

- A minimum of two years' experience in Secretarial duties and or front desk duties.
- Experience in security administrative related duties will be added advantage.

MAIN OR KEY ACCOUNTABILITIES:

Health & Safety

- Identify all potential hazards and record it as such.
- Drive towards a zero tolerance on safety.
- Ensure compliance with Health and Safety requirements.
- Ensure risk assessments/ take 5 is conducted before any work starts
- Adhere to Security VPSHR and avoid third party injuries and self-injuries
- Adhere to the Six Security Safety Golden Rules

Administrative Duties

- Conduct administrative duties by uploading data into the Security database including input of exit forms for all security related dismissals or terminations.
- DocuSign all security documents.
- Update security files and filing all security correspondence.

Front Desk Duties

- Attend to all security requests submitted through security helpdesk
- File correspondences and letters from external and internal stakeholders
- Respond all calls directed to security and channel the same to respective individuals
- Receive all security visitors and give appropriate guidance

Operational Duties

- Manage and compile month end and weekly reports.
- Conduct Security Screening and background checks.
- Compile reports and letters for the Security Managers.
- Compile incident reports.
- Compile security crime and other statistics.
- Prepare Village invoice for payment.
- Issue gate passes.
- Control incoming visitors to Security Dept
- Any other duties assigned by Supervisor related to your work.

ADDITIONAL REQUIREMENTS:

- High level of computer literacy especially on Advanced MS Word, Excel, and Microsoft Outlook.
- Advanced skills in secretary and administrative duties will be an added advantage.
- High level of integrity, Report writing (monthly and Weekly reports).
- Business communication and letters Writing skills will be added advantage

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