



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:

Position:	Senior Supervisor - Procurement & Contracts
Contract type & Duration:	Unspecified time contract
Department:	Supply Chain
Reporting to:	Superintendent – Procurement & Contracts
Number of Positions:	One (01)

PURPOSE OF THE ROLE

The purpose of the role is to supervise and manage a team of procurement and contracts officers to ensure that daily activities of the team is aligned to the function's policies and procedures and the mines overall objectives, with minimal risk to the company.

QUALIFICATIONS:

- Bachelor's degree or Advanced Diploma in Procurement and Supply Management / Law or equivalent
- Master's in Business Administration will be an added advantage
- Must be registered by PSPTB
- GGML is an equal opportunity employer: Female candidates are highly encouraged to apply

EXPERIENCE:

- At least 5 years' work experience in supply Chain Operations preferably in Mining industry, one of which must be in senior position in Procurement and contracts

MAIN OR KEY ACCOUNTABILITIES:

- Daily Supervision and management of a team of Procurement and Contracts officers
- Monitor and control the adherence of procurement and Contracts officer to the function's Acquisition policy and procedure
- Monitor and control the adherence of Procurement and Contracts officers to function standard operating procedures
- Daily review, allocation (where required), monitoring and control of all outstanding Requisitions
- Daily review, monitoring and control of outstanding orders
- Review and Endorsement of contracts to ensure contracts are concluded with minimal risk to the company and at markets rates
- Perform Daily 'Desk Checks' (review) of Procurement and Contracts Officers' work
- Provide and implement new process improvement initiatives from time to time

ADDITIONAL REQUIREMENTS:

- Should possess strong interpersonal skills
- Should be very analytical
- Should be a good team player
- Cultural awareness
- Must possess excellent communication skills both written and verbal
- Should be able to develop effective working relationship across all levels of organisation
- Positive attitude towards safety and environment compliance
- Should be ready to work under pressure with tight deadlines and minimal supervision
- Experience in using ERP preferably SAP

MODE OF APPLICATION:

- Please apply through our recruitment portal by clicking the '**APPLY**' button below.
- 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 "**Senior Supervisor – Procurement & Contracts**"
- 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 **25th July 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.

APPLY THROUGH THE LINK HERE BELOW:

https://career5.successfactors.eu/career?company=AGAprod&career_job_req_id=19538&career_ns=job_listing&navBarLevel=JOB_SEARCH

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

Position:	Clerk 1 - Warehouse
Contract type & Duration:	Unspecified time contract
Department:	Supply Chain
Reporting to:	Senior Supervisor Warehouse
Number of Positions:	Two (02)

PURPOSE OF THE ROLE:

To control and be responsible for daily safety, receiving, transfer, storage, record keeping, issuing, and housekeeping activities as directed. Maintaining equipment (forklift) to ensure it operates safely and effectively. Ability to handle heavy materials by moving them with machines. Operate equipment safely and effectively for Warehouse activities. Ensure that equipment is inspected and maintained in good and safe working condition. Assisting in general activities in the warehouse by carrying heavy items as and when required as well as stock management, documentation.

QUALIFICATIONS:

- A Minimum of Certificate of Secondary Education Examination (CSEE)
- Any recognized Material Management Certificates
- GGML is an equal opportunity employer: Female candidates are highly encouraged to apply

EXPERIENCE:

- At least 3 years' working experience in Mining Warehouses or any Large – scale Warehouses
- Experience on driving Warehouse equipment
- Driving competency with Tanzania Driving license class C or E will be an added advantage

MAIN OR KEY ACCOUNTABILITIES:

- Tallying and physical verification of delivered cargo against manifest and purchase order and delivery documents and assisting in preliminary quality checking
- Confirm items descriptions and quantities against the GRN with handing over of materials to Warehouse from Receiving Warehouse
- Issue out directly purchased materials to end users as specified on transaction records according to GGM issuing procedures
- Transferring all receipted items from receiving warehouse to satellite warehouses as per GGM procedures
- Offloading and loading of vehicles for the purpose of receiving and distributing of items to the satellite Warehouses and end users
- Receiving and verifying items against GRN on the arrived items from receiving warehouse ready for binning
- Binning items to the respective locations and storing the under ideal conditions
- Issue material as specified on transaction records according to GGM issuing procedures (printing of picking of items from bins, actual posting and handling over goods to end users)
- Identify potential stock – out situation and report to your supervisor as well as checking inabilities
- Daily check of accuracy of items and updating bin locations where necessary
- Conducting cycle counting, perpetual stock take & Annual stocktaking, then give report to supervisor for data capturing and eventually adjustment
- Stacking, binning, and storing of materials as per GGM standard operating procedures
- Initiating the Non – conformances and reporting the same to Material Engineers
- Ensure sequential filling system for all transaction records and reports are maintained and achieved
- Ensure housekeeping and cleanliness in the warehouse is up to standards so maintaining housekeeping practices
- Maintaining Environmental, Health and Safety policies as applicable to your area of responsibilities. Daily identification of hazards and conducting TAKE 5 for every
- Basic warehouse machine operation for the warehouse daily activities (Forklifts of 3Tonne and 4Tonne)
- Offloading delivery trucks and Containers and de – crating containers loaded with various items for the mine, posting of receipt for the verified cargo into SAP system to generate GRN
- Machines operation for the warehouse daily activities (Forklift (3Tonne, 4Tonne plus 10tonnes and IT – Volvo) as well as Telehandler
- Maintain equipment to ensure it operates safely and effectively, preparing machinery for daily use, inspecting machinery for safety issues, and training other employees
- General forklift driving to include off – loading and loading, moving stock / pallets from staging areas to trucks and from trucks to staging areas and around the Warehouse for binning, rotating stock, positioning stock in racking, picking items from mezzanine store and loading vehicles
- Maintaining equipment (forklift) to ensure it operates safety and effectively. Ability to handle heavy materials by moving them with machines
- Operate equipment safety and effectively for Warehouse activities. Ensure that equipment are maintained in good and safe working condition
- Inspect equipment to identify and replacements, malfunctions, and repairs

ADDITIONAL REQUIREMENTS:

- Computer system application skills (Excel + word)
- Warehouse practices expertise
- Should be a good team player
- Must possess excellent communication skills both written and verbal
- Should be able to develop effective working relationship across all levels of organisation
- Positive attitude towards safety and environment compliance
- Should be ready to work under pressure with tight deadlines and minimal supervision
- Experience in using ERP preferably SAP

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APPLICATION DEADLINE:

- Applications should reach the above on or before **21st July 2022 at 5:30 Pm**
- Only shortlisted candidates will be contacted for interviews.

NOTE ON COVID-19 PREVENTION:

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