

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 North Western Tanzania, only about 85 km's from Mwanza City and 20 km's South East 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:	Guard - Security
Contract type & Duration:	Unspecified time
Department:	Security
Reporting to:	Team Leader - Process Plant Security
Number of Positions:	One (1)

PURPOSE OF THE ROLE

To make physical guarding of valuables in the Process plant, plant perimeter patrols, foot patrols inside the Process plant, escort on the delivery and emergency vehicles in the Process plant and observation.

QUALIFICATIONS:

- At least ordinary level secondary school education.
- Should have gone through basic security training.
- Qualified female candidates are highly encouraged to apply.

EXPERIENCE:

- Not less than 2 years working in a processing plant / metallurgical security.

MAIN OR KEY ACCOUNTABILITIES:

- Receive and process plant visitors and contractors approved access requested
- Physically man / guard the plant security reception.
- Handle plant visitors' and contractors' cards.
- Register visitors and contractors gaining access into the Process plant.
- Conduct proper personnel searching at VIP security search room.
- Enforce waybill check and filing.
- Do proper completion of register books.
- Make routine inspection and verification of security equipment.
- Undertake foot patrol and observation in the Process plant.
- Make physical guarding of valuables in the Process plant.
- Attend disciplinary cases whenever required.
- Report security risks for management awareness
- Comply to the use of minimum PPEs required in the Process plant.
- Create informers' network in the Process plant.
- Do security escort of skips and scrap trucks
- Escort on the delivery and emergency vehicles in the Process plant.
- Do security escorts for visitors and contractors in the plant.
- Initiate potential loss identification and notification.

- Adopt pro - active initiatives to hazards identification and notification, completing Take 5 books.
- Adopt pro - active initiatives to plant disruptive operations.
- Adhere to Security VPSHR and avoid third party injuries and self-injuries.
- Attend toll box meeting when on duty.

ADDITIONAL REQUIREMENT:

- As required by in-country specific legislative requirements
- No criminal record
- Be physically and mentally fit and be able to pass pre-employment and medical examinations / screening.
- Should be fluent in both English and Swahili
- Military basic training – added advantage
- Crowd control - added advantage
- Pro - active and initiatives
- Should not be questionable, trustful with high integrity and committed to work.
- Should be a guard who is able to maintain clean disciplinary records while at work.

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 **“Guard - Security”**

Application Link:

<https://career5.successfactors.eu/sfcareer/jobregcareer?jobId=18822&company=AGArrod>

- 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 **11th April 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:	Attendant 3 – Tool Keeper
Contract type & Duration:	Unspecified time contract
Department:	Engineering
Reporting to:	Supervisor- UG Mechanical
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

Purpose of the role is to keep and issue various HME underground equipment tools and related items as instructed. The role incumbent will be responsible for perform all tasks safely using correct work method and safety precautions to the required quality, standard, completing tasks on time and effectively using the resources given for each task.

QUALIFICATIONS:

A Minimum Certificate of Secondary Education Examination (CSEE) and VETA Trade Test Certificate Grade One or Certificate in Materials management.

EXPERIENCE:

- At least 3 years' working experience as a Tool keeper in Underground mining environment or one to two years working experience as a fitter mechanics.

MAIN OR KEY ACCOUNTABILITIES:

- Adhere to all safe working practices and procedures in the HME Workshop and GGM at large
- Conduct inspection of tools for cracks, damages or defects and records findings
- Plan daily tools data base control.
- Keep proper records of all available Tools in the Tool Keeping Room
- Keep records of working tools which have been taken by employees
- Report to immediate Supervisor in case of shortage of working Tools
- Prepare records of all Tools not returned or lost.
- Maintain good housekeeping standards at all time
- Meet work delivery deadlines to minimize the demand for resources without exceeding the required time.
- Observe all safety requirements relevant to the job in hand.

ADDITIONAL REQUIREMENTS:

- Must be able to work with minimal supervision
- Ability to work under pressure
- Sound knowledge on Health, Safety and Environmental issues

- Be able to show initiative and coordination skills and be able to interact with the team
- Computer literacy is an added advantage
- Must have good written and oral communication skills in English language

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Application link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=18917&company=AGAprod>

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Position:	Coordinator 1 – QAQC HE Workshop.
Contract type & Duration:	Unspecified time contract
Department:	Engineering
Reporting to:	Specialist 1 Quality maintenance
Number of Positions:	One (1)

PURPOSE OF THE ROLE

Purpose of the role is to enhance the performance of our machines and the team at large. To ensure that members of the Engineering team are accountable for the delivery of the planned performance of the department with zero injuries and with best output. To specify the requirements for safely, correctly and efficiently of the planned work.

QUALIFICATIONS:

Minimum of Certificate of Secondary Education Examination (CSEE) with the following additional qualifications:

- Degree or Advanced Diploma in Mechanical or Automotive Engineering or its equivalent from a recognized Institute or College of Higher Learning.
- Diploma in Mechanical or Automotive Engineering
- Full Technician Certificate (FTC) in Mechanical Engineering or Automotive Engineering
- Must possess valid Tanzanian Driving license.

EXPERIENCE:

Minimum of Five years' work experience as a Mechanic dealing with Heavy Equipment in Mining industry / environment and must possess the following.

- Proven experience in trouble shooting and maintenance work on Caterpillar (CAT) equipment.
- Ability to use Caterpillar SIS & ET
- Ability to use special diagnostic tools and reading schematic diagram.
- Ability to troubleshoot, test and approve quality of job done.

**MAIN OR KEY ACCOUNTABILITIES:
TECHNICALLY:**

- To ensure Torque specifications, tolerance and correct fluid are applied on Equipment & Components at all times when Components change out is done, by making sure there is correct information filled, signed off orders after he has physically checked when execution is taking place
- To inspect machines for defects and influence work force to carry out repairs in a correct manner following GGM standards & OEM
- Perform ET downloads when equipment are on PM Service & when they came for Technical repairs, file data & interpret information in order to determine improvements.
- Inspect Contractors Equipment before entering mine site to determine whether they meet mine standards (Context – following release form / check list)
- Review Contractor's Maintenance System & Recommends improvement on Quality maintenance practices.

**MAIN OR KEY ACCOUNTABILITIES:
CONTINUOUS IMPROVEMENTS:**

- Review SOP's for maintenance & recommend improvement
- Record issues on work orders regarding Quality Maintenance & records corrective actions in tracking records (e.g. Defects reported previously but not actioned find out reason whether parts ordered & availabilities) implement for plan of action
- Review completed inspection reports / check sheet & machine release form, sign it off as a proof of going through
- Ensure checklist is submitted by Execution Team & QMS Personnel has signed off
- Identify if Training gap can cover Execution team output.
- Influence execution team with quality maintenance practice.
- Ensure all machines after PM Services & Component change their release form are signed off through QMS Personnel daily

ADDITIONAL REQUIREMENTS:

- Sound knowledge on health, Safety and Environmental issues
- Ability to work under pressure
- Ability to composure under stressful situations and conflicting priorities.
- Must be able to work with minimum Supervision
- He / She must be physical and mentally fit and hard working
- Be able to show initiative and coordination skills and be able to interact with the team
- Good in Microsoft skills / Computer literacy in spreadsheet and programing data entry
- Good communication skills.
- English literacy skill is a significant requirement for the role as the role holder must have good written and oral communication skills in English language
- Demonstrate good commitment to deliver
- Be able to read and understand maintenance manual book.
- Driving competency (Must have a valid Tanzanian license)

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Application-Link:

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APPLICATION DEADLINE:

- Applications should reach the above on or before **8th April 2022 at 5:30 Pm**
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