

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:

Position:	Officer 3 - Inventory
Contract type & Duration:	Unspecified time contract
Department:	Supply Chain
Reporting to:	Senior Supervisor – Inventory
Number of Positions:	One (01)

PURPOSE OF THE ROLE:

The purpose of the role is to provide commercial assistance in respect of inventory control and cataloguing of standard stock items.

QUALIFICATIONS:

- Bachelor's degree or Advance Diploma in Material Management / Procurement and Supply Management or equivalent qualifications
- GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.

EXPERIENCE:

- At least three (3) years' work experience in supply Chain Operations preferably in Mining industry, one of which should be in inventory control and Cataloguing
- Experience in the Mining Supply Chain will be an added advantage
- Experience with the Enterprise Resource planning (ERP) system preferable SAP system

MAIN OR KEY ACCOUNTABILITIES:

Cataloguing & Inventory Control

- Liaise with technical staff at the Business Unit and AGA (where Applicable)
- Ensure all items are appropriately classified (Standard Stock, Critical to safety / production, insurance spares, ORA etc.)
- Pull reports from SAP system and distribute the reports to the end users as to obtain sign off for possible redundancy
- Adjust Min/ Max levels on a continuous basis based on consumption variation by drawing appropriate reports from SAP
- Determine correct economic re-order quantity (EOQ) to realize cost saving
- Ask for reports on an ad hoc basis for the effective management of inventory
- Conduct periodic content checks of spares in the catalogue, in collaboration with the Senior Inventory Controller, to identical spares / components that may be stocked under different equipment for the purpose of doing item master amendment by cross – referencing such items
- Cleaning of Warehouse Catalogue as directed by Management in collaboration with the senior Supervisor Inventory
- Process cycle count / annual stock take reconciliation and system adjustment on SAP system

Administration

- Ensure policies and procedures are adhered to and suggested changes (amendments) where required
- Should be able to develop effective working relationship across all levels of Organizations
- Should be both ready to work under pressure and meet very tight deadlines
- Maintain a record of recurring direct purchase requisition to identify potentials for standard stock application
- Positive attitudes towards healthy, safety & environment compliance

Stock Audit

- Draw appropriate stock audit report for ad hoc and formal stock audits upon request
- Assist in the stock audit process as instructed by Supervisor

ADDITIONAL REQUIREMENTS:

- Strong analytical and interpersonal skills
- Sound knowledge of Materials handling and handling Inventory
- Fluent in English and Kiswahili
- Strong communications and administration skills
- Good knowledge of Microsoft office with proficiency in Ms. Excel including V/Loo up & Pivot Table functions
- Good problem – Solving skills
- Ability to work as a team member and contribute to positive team environment.

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 “**Officer 3 - Inventory**”

Application Link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=19224&company=AGAprd>

- If you struggle to apply via the link provided, please head over to our website <https://www.geitamining.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 **15th June 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:	Officer 2 – Human Resources Systems
Contract type & Duration:	Unspecified time
Department:	Human Resources
Reporting to:	Specialist 1 - HR Systems
Number of Positions:	One (01)

PURPOSE OF THE ROLE

The role also focuses on providing assistance to Specialist HR systems to ensure HR systems duties are executed in line with organizational policies and practices. This is a non-management role dealing with the execution of HR functions but more on the management of employees' records. The role needs highest degree of confidentiality as it deals with employee's sensitive information.

QUALIFICATIONS:

- Minimum: Diploma in Human Resources Management or related field of study
- GGML is an equal opportunity employer: Female candidates are highly encouraged to apply

EXPERIENCE:

- At least 1 year experience in Human Resources Management preferably in HR Information systems.

MAIN OR KEY ACCOUNTABILITIES:

- Ensure employees' records / data are updated by filing employees' documents/records into personal files
- Ensure all required documents exist in the employee' personal file for the new hire
- Open files for the new employees and assign a correct employee number before the same is filed into files cabinets
- Proper management of employees' personal files by ensure that all moved files are properly recorded in a dispatch book for tracking and follow up.
- Photocopying documents/ payroll inputs and assist Senior Human Resources Officer in distributing the same.
- Working in partnership with Document Controller to establish systems, processes, and procedures for electronic storage of employee's data and documents.
- Ensure confidentiality, privacy, and security of employees' data/ records
- Deal with safety matters related to the department and the company including attending to weekly safety meetings.
- Assist Specialist 1 – HR Systems in creating position in SAP/OM when there is no vacancy for hiring purpose.
- Assist OM Maintenance in SAP i.e relationship, cost centre, position, internal transfer/movement, and position substitution
- Assist the Specialist – HR Systems to ensure all documents related to internal transfers, substitutions and leaves are properly documented/ filed for future references
- Assist to ensure correct capturing of leave (leave validation) as applied by the employees and submit the same to Finance department for payment if it is paid leave.

- Assist in frequently cross checking WSR report and ensure that employees are assigned to the correct work schedule
- Relieve the Specialist – HR Systems whenever there is a need
- Assist in administering overtime payment to employees and address where is any deviation i.e overtime overpayment/underpayment

ADDITIONAL REQUIREMENTS:

- Experience in HRIS or knowledge in IT will be advantageous.
- Physically, mentally fit and a hard worker.
- Must have good written and oral communication skills in both Swahili and English languages.

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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 “**Officer 2 – Human Resources Systems**”

Application link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=19228&company=AGApod>

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Position:	Coordinator 1 - Human Resources Systems
Contract type & Duration:	Unspecified time Contract
Department:	Human Resources
Reporting to:	Senior Officer – HR Systems
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

The role focuses on ensuring that all HR systems (SAP PA Module) duties are executed in line with organizational policies and practices. This is a non-management role aim at assisting Senior Officer – Human Resources in executing HR systems functions. The role requires the highest degree of confidentiality as it deals with employee's sensitive information.

QUALIFICATIONS:

- Minimum: Advance Diploma / Degree in Human Resources Management or related field.
- GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.

EXPERIENCE:

- At least 2 years working experience, preferably in Human Resources Information Systems.

MAIN OR KEY ACCOUNTABILITIES:

- Draft a variety of employment documents i.e., offers and contract of employment
- Handle and ensure proper onboarding of new employees including coordinating pre-employment medical examination, transportation, and accommodation.
- Ensure new employees are passing through all mandatory procedures including medical examination and inductions
- Draft of various letters i.e., confirmation and introduction letters
- Ensure timely issuing of ID numbers for contractors for electronic cards processing
- Correctly capture of employees' dependents into SAP and working closely with Specialist 1 – HR Systems to ensure employees' dependents data are correct.
- Liaise with departmental HR/HOD's to resolve or seek clarity on various HR systems issues.
- Assist in managing employee separations including completing clearance forms and preparation of certificates of services.
- Respond to day-to-day queries from employees' e.g., leave balance, etc.
- Extract reports from the system and distribute to various stakeholders whenever asked without compromising confidentiality
- Process all monthly payroll inputs and assist SHRO in submitting payroll inputs to Finance department/payroll section for payment.
- Facilitate approval of bank loans through DocuSign for eligible employees.
- Work with Specialist – HR Systems in addressing various OM and Master data queries.
- Ensure HR data integrity both in the system and physical files
- Obtain approvals on a variety employment document using DocuSign digital system.
- Manage and provide DocuSign training / coaching to nominated employees whenever a need arises.
- Relieve SHRO and Specialist – HR Systems whenever a need arises.
- Deal with safety matters including attending weekly safety meeting and reporting hazards

- Check and identify any abnormalities in the employment documents and report the same to SHRO for action.
- Integrate HR functions into the systems efficiently.

ADDITIONAL REQUIREMENTS:

- Computer literacy
- Good Communication and interpersonal skills
- Self-motivated and energetic
- Knowledge of HR Functions and HRIS

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Application link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=19225&company=AGApod>

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