

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:	Clerk 3 – Warehouse
Contract type & Duration:	Specified time contract
Department:	Supply Chain
Reporting to:	Senior Supervisor Warehouse
Number of Positions:	One (1)

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, tele-handler, and trucks) 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 maintained in good and safe working condition. Inspect equipment to identify any replacements, malfunctions, and repairs. Concentration, decision making, attention to details, machine and trucks problem solving, teamwork, and able to act quickly when a problem arises while driving heavy Warehouse machines and trucks.

QUALIFICATIONS:

- Certificate of Secondary Education (CSEE).
- VETA Trade Test Certificate on class "C" and "E" driving competencies.
- Possess valid Tanzanian Driving license.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- Three years (03) working experience on driving trucks and Warehouses activities.

MAIN OR KEY ACCOUNTABILITIES:

- 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.
- Tallying and Physical verification of delivered cargo against manifest and purchase order and delivery documents and assisting in preliminary quality checking.
- Posting of receipt for the verified cargo into SAP system to generate GRN.
- 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 materials as specified on transaction records according to GGM issuing procedures (printing of picking slips, picking of items from bins, actual posting and handing 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 filing 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 task performed.
- Basic Warehouse machine operation for the warehouse daily activities (Forklifts of 3Tonne and 4Tonne)
- Machines operation for the warehouse daily activities [Forklift (3Tonne, 4Tonne plus 10 tonnes and IT-Volvo) as well as Telehandler]
- Light Trucks (LT) operation for transporting materials within our warehouse as it is done daily.
- Machine operation other than forklift, telehandler, IT-Volvo and trucks for example Reach Stacker etc. etc.
- 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 safely and effectively. Ability to handle heavy materials by moving them with machines.
- Operate equipment safely and effectively for Warehouse activities. Ensure that equipment are maintained in good and safe working condition.
- Inspect equipment to identify any replacements, malfunctions, and repairs.
- Assisting in general activities in the Warehouse by carrying heavy items as and when required as well as stock management, documentation etc.
- Concentration, decision making, attention to details, machine and trucks problem solving, teamwork, and able to act quickly when a problem arises while driving heavy Warehouse machines and trucks.
- Carrying out any other task or duty, of similar nature to receiving, storing, issuing and stock control as instructed by your supervisor.

ADDITIONAL REQUIREMENTS:

- Certificate in Materials Management is an added advantage.
- Demonstrated ability to communicate ideas effectively, both orally and in writing.
- Experience in Microsoft Office suite (Excel, Word, PowerPoint) is an added advantage.
- Experience on driving Light Trucks in big Warehouses is an added advantage

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 3 – Warehouse**”.

Application Link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=19900&company=AGAp rod>

- 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 **26th September 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.
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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:	Sampler Core shed
Contract type & Duration:	Unspecified time contract
Department:	Geology
Reporting to:	Supervisor Core shed
Number of Positions:	One (01)

PURPOSE OF THE ROLE:

To collect and handle the samples and conduct other manual labour works related to exploration activities according to the standard procedures.

QUALIFICATIONS:

- A Minimum of Certificate of Secondary Education Examination (CSEE) or equivalent.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- Considerable experience on safety, health and environmental aspects related to exploration field works and sampling qualities.

MAIN OR KEY ACCOUNTABILITIES:

- Collect/ record and handle geological samples according to the standard procedures.
- Participate in any manual works related to exploration & core shed activities as directed by the supervisor or Senior Supervisor.
- Prepare sample bags and other sampling consumables on time. Time
- Participate on drilling pads preparation and rehabilitation works including backfilling of drill holes as directed by the immediate supervisor.
- Be trainable and perform other tasks such as core cutting, magsusc, density or other Geomet measurements.
- Core storage support
- Assist the Assistant or technical aid on SG measurements.
- Comply on HSE GGM standards and ISO requirements
- Assist Assistant I on S.G/density measurement
- Be trainable and perform other tasks such as core cutting, magsusc, density or other Geomet measurements
- Conduct core photographing

ADDITIONAL REQUIREMENTS:

- Be able to do manual work
- Be able to accept changes
- Good communication skills (Able to speak and understand English language).
- Be physically and mentally fit and hard working.
- Be able to work at minimum supervision
- Highly motivated and willing to attend work on call out duties when required

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Application Link:

<https://career5.successfactors.eu/sfcareer/jobregcareer?jobId=19904&company=AGApod>

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Position:	Senior Manager Sustainability
Contract type & Duration:	Unspecified time contract
Department:	Sustainability
Reporting to:	Vice President - Sustainability, Ghana & Tanzania Business Unit
Number of Positions:	One (01)

PURPOSE OF THE ROLE: :

To provide managerial leadership in the Sustainability Department for the development, implementation, and continuous improvement of the effectiveness of the sustainability discipline at Geita Gold Mine in line with the AngloGold Ashanti Corporate and Business Unit sustainability systems with the aim of building effective relationships and social partnerships to secure and maintain the social license for the mine. This should be consistent with delivering maximum sustainable value of the asset. The role is critical in enabling a culture of respect and working closely with stakeholders to build and maintain a mutually beneficial relationship that will ensure communities around the mine are sustained and key stakeholders are constructively engaged.

QUALIFICATIONS:

- Postgraduate degree in Development Studies, Sustainable Development, Social Sciences or related fields.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- A minimum of 10 years' experience in Social Performance Management or Sustainability function in mining or related industry of which at least 5 years was at a senior management level.
- Experience of different stages of mining life cycle and the associated sustainability issues

MAIN OR KEY ACCOUNTABILITIES:

- Establish and maintain processes to provide a safe workplace to all employees and external service providers undertaking work within area of accountability whilst ensuring compliance with mine wide Health, Safety and Environment KPIs
- Develop and implement Emergence and Safety awareness and management plan for communities
- Build and sustain a team of subordinates capable of producing required outputs and model the team's work behaviors consistent with the company values.
- Plan and deploy resources assigned to you within the approved frameworks to ensure the delivery of all strategic initiatives within budget and time frame agreed.
- Ensure that the mine's activities foster full respect for and preserve the dignity, human rights, aspirations, cultures, , and livelihood activities of local peoples as well as the long-term sustainability of the natural resources located within traditional or customary lands.

- Develop and implement a forward-looking engagement covering all identified stakeholders including communities; civic and community-based organizations; NGOs; regional and local government, traditional authorities; and the media in line with the company's policy to "communicate and consult on our activities throughout the lifecycle of our operations" with the aim of building successful and mutually beneficial relationships with stakeholders.
- Develop and implement a locally and culturally appropriate mechanism to provide local communities a means to raise complaints and grievances against the mine and for the mine to respond and resolve those issues where reasonable and feasible, ensuring that opportunities for complaints and grievances to escalate into incidents are reduced.
- Develop and implement strategies and mechanisms to access land for mining and other use and management of land related lawful co-existence by the mine in conjunction with other departments (Mining, Geology, Legal etc.) on the mine.
- Carefully and systematically plan and implement access and resettlement in accordance with Tanzanian policies and regulations, AngloGold Ashanti's Integrated Environment and Community Policy; the International Finance Corporation's (IFC) Performance Standards on Social and Environmental Sustainability; ESG, SDGs and AngloGold Ashanti's values, with the informed participation of displaced persons and other relevant stakeholders in order to minimize and address negative impacts and maximize benefits for the displaced people.
- Develop and implement sustainable social and economic development programs and projects driven by the needs of host communities and in line with government plans and AngloGold Ashanti's Community Investment Guidelines to contribute to sustainable futures of host communities.
- Develop and implement strategies to reduce the negative impacts of Artisanal and Small-Scale Mining on the mine's operation and ensure co-existence where appropriate and possible in support of Government initiatives to formalize legal ASM in the Country.

ADDITIONAL REQUIREMENTS:

- In-depth knowledge of modern sustainability systems of multinational business operations
- Proven competence in participatory and grassroots development methodologies
- An experienced people-manager with proven leadership skills
- Excellent communications and negotiations skills
- Fluent in English
- Ability to speak the local language
- A good knowledge of the local government system and their functions
- A good knowledge of the local culture and traditions

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Application Link:

<https://career5.successfactors.eu/sfcareer/jobregcareer?jobId=19906&company=AGApod>

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VACANCY



INTERNAL

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Position:	Engineer 1 - Drill and Blast
Contract type & Duration:	Unspecified time contract
Department:	Open Pit Mining
Reporting to:	Senior Drill and blast Engineer
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To provide the designs and plan for drill and blast as per short term mine plans.

QUALIFICATIONS:

- Bachelor's degree of Engineering in Mining
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- At least ONE (1) year experience in open pit mining operation preferably in drill and blast section.

MAIN OR KEY ACCOUNTABILITIES:

- Design drill and blast pattern as per approved standards.
- Monitor and report compliance to Drill and Blast Standards Monitor and review Blast data from production drilling, bulk explosive loading, and blasting.
- Coordination and review of QA/QC, including use, blast vibration monitoring, fragmentation analysis, video camera, ability to dig material, dilution and ore loss from blasting.
- Initiate and involve in drill and blast projects.
- End of the month calculation and provide drill and blast data as required to other departments.
- Monitor powder factors, bulk explosives and consumables usage against budget.
- Assist with incident investigations involving explosive usage including misfires, flyrock and excessive blast vibrations.
- Ability to apply safety and health policies and procedures in the workplace.
- Ability to conduct drill and blast cost planning as well as reconciliation of performance against plans.

ADDITIONAL REQUIREMENTS:

- Tanzanian Blasting Certificate.
- Ability to drive Light Vehicle (LV).
- Good communication skills
- Be proficient in the use of specialized drill and blasting software (Vulcan) Shotplus design software.
- Demonstrate knowledge of explosive handling, storage and regulations.

- Demonstrate advance knowledge of blasting technique.

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<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=19901&company=AGAp rod>

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