



# GODMWANGA GEMS LIMITED

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**GODMWANGA GEMS LIMITED** is the Graphite Mining and processing Company in Tanzania. The Mine is situated in KWEDIKABU Village, KWAMSISI Ward, HANDENI District in TANGA Region, found 57 km's from MKATA Ward to PANGANI ROAD

*Our Vision is to play strategically role in building Nation and Tanzania Economic development, GODMWANGA Gems Ltd intends to be, The leading Graphite Company in Tanzania and a major partner in the development of Tanzania's vast minerals.*

*The Mine is committed to the sustainable development of the communities surrounding the mine and has continuously demonstrated this by actively partnering with the government by improving social services including education, health and roads as well as other economic activities for the community surrounding the mine.*

*We are looking for Potential Applicants to fill the below Vacancies.*

## **1. MINING ENGINEER- (02 POST)**

### **RESPONSIBILITIES**

- *To Ensure the efficient development of mines under all Mining operations surrounding. This combines an understanding of the structure on their surrounding environment.*
- *Being Responsible in managing and oversees staff activities in mining and the mining productions processes including development of a new site and assessing its viability whether a mineral deposit can be profitably mined and the planning of the mines structure.*
- *Undertaking monitoring of hazardous waste, verification of quantities and qualities of hazardous waste prior to disposal or any other measures to ensure enforcement of environmental legislation.*
- *Ensuring the safety of mining equipments and assessing mine equipment supplies.*
- *Ascertaining extraction risks*
- *Producing model or plans for possible mining sites*
- *Using specialist computer applications to maximize planning and productions.*
- *Ensuring that operations comply with health and safety requirements*

- *Training and supervising mining staff*
- *Managing Monthly Mining budget and keeping detailed records*

### ***REQUIREMENTS AND SKILLS***

- *Holders of Bachelor of Science Degree in Mining Engineering or equivalent qualification from a recognized Institution. Registered with Engineers Registration Board is a plus*
- *Confidence, Flexible, Independence and Strong Technical Skills*
- *Problem solving and Analytical skills*
- *Managerial and Interpersonal skills*

## **2. *PROCUREMENT-(01 POST)***

### ***RESPONSIBILITIES***

- *Developing procurement strategies that are inventive and cost effective*
- *Sourcing and engaging reliable suppliers and vendors*
- *Negotiating with suppliers and vendors to secure advantageous terms*
- *Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility*
- *Building and maintaining long-term relationship with suppliers and vendors*
- *Approving purchase orders, organizing and confirming delivery of goods and services*
- *Performing Risk assessment of potential contracts and services*
- *Controlling of the procurement budget and promoting a culture of long-term saving on procurement costs*
- *Preparing Daily and Monthly Procurement reports*

### ***REQUIREMENTS AND SKILLS***

- *Bachelor degree in supply chain management and logistic*
- *Proven experience in managing supply chain operations*
- *In-depth knowledge in preparing and reviewing contracts, Invoicing and negotiation terms*
- *Excellent Multi tasking and time management skills with the ability to prioritize tasks*

3. **ACCOUNTANT –(2 POST)**

*An accountant helps the organization make critical financial decisions by collecting, tracking and correcting the organization Financial Information*

**RESPONSIBILITIES**

- *Tracking internal and external stakeholders payments*
- *Processes tax payment and returns*
- *Manage all accounting transactions*
- *Prepare budget forecasts*
- *Publish financial statements on time*
- *Reconcile account payable and receivable*
- *Manage Balance sheet and Profit/loss statement*
- *Audit financial transactions and documents*
- *Comply with Financial policies, Standards and regulations*
- *Preparing Daily and Monthly Accounting Reports*

**REQUIREMENTS AND SKILLS**

- *Excellent knowledge of accounting regulations and procedures including Generally Accepted Accountings Principles(GAAP)*
- *Experience with General ledger functions*
- *Working experience as an Accountant is a vital important*
- *Holder of BSc in Accounting, Finance or relevant Degree in a recognized Institution*
- *Addition certification (CPA or CMA) is a competitive advantage.*

4. **ENVIRONMENTAL HEALTH AND SAFETY – (01 POST)**

*The Environmental Health and Safety will implement policies to ensure a safe and healthy work environment.*

**RESPONSIBILITIES**

- *Do inspection to identify safety, health and environmental risks*

- *Develops and implements inspection policies and procedures and a schedule of routine inspections*
- *Formulate and implement health and safety policy and procedures to ensure they comply with the Law*
- *Prepare and schedule training to cover emergency procedures, workplace safety and other relevant health and safety topic*
- *Monitor compliance with safety procedures*
- *Conduct inspections Reports to document inspection findings*
- *Manage risks and assure compliance with Occupational Safety and Health Authority*
- *Understand the importance of Personal Protective Equipments*
- *Develop programs and procedures targeted at reducing and Preventing Occupational risks*
- *Conduct Risk Assessment that highlight the area of potential risk that you must be reduced*
- *Report Accident/Incident statistics, identify trends, Monitor Corrective action and identify any training required*

#### ***REQUIREMENTS AND SKILLS***

- *Health, Safety and Environment Practices*
- *Train and Motivate others*
- *Safety Regulations and Procedures*
- *Strong Communication Skills*
- *Understanding of Regulatory Requirements*
- *Manage Processes and Procedures*

#### **5. *PROCESSING ENGINEER (01 POST)***

##### ***RESPONSIBILITIES***

- *Liabile in oversees and assesses existing processes and workflows.*
- *Optimizes productivity by designing, implementing and testing new procedures*
- *Track metrix to discover areas for improvement and monitor upgrades*
- *Provides thorough instructions for successful implementation of process changes*
- *Drafting process ideas to reduce costs and improve production rates*

- *Ensuring processes comply with safety and quality standards*
- *Conducting tests and monitoring the process performance throughout production to ensure quality of the product*
- *Estimating production costs*

***REQUIREMENTS AND SKILLS***

- *Bachelor Degree in Mechanical Engineering*
- *Proven work experience as a Process engineer*
- *Experience with simulation and standard operating procedures*
- *Work by Comply with Occupational Safety and Health Authority*

**6. *HUMAN RESOURCES OFFICER-(01 POST)***

***RESPONSIBILITIES***

- *Manage employee staff process and keeping employee records*
- *Ensure job descriptions are up to date*
- *Ensure that employees are understand their job descriptions*
- *Managing employee relations by Investigate employee issues and conflicts and bring them to solutions*
- *Forecasting a safe work environment*
- *Handling disciplinary needs*
- *Ensuring compliance with Labor Laws and regulations.*
- *Overseeing Training programs*
- *Managing compensation and benefits packages*

***REQUIREMENTS AND SKILLS***

- *Proven HR Working experience*
- *People Oriented and Result driven*
- *Competence to build and effectively manage interpersonal relationships to all levels of the company*
- *In- Depth knowledge of labor laws*
- *Degree in Human Resources or related field from a recognized Institution*

***MODE OF APPLICATIONS FOR ALL APPLICANTS***

*Interested applicants must submit a dully signed letter for consideration of the application attached with the following*

- *A curriculum vitae (CV)*
- *Certified copies of all certificates*
- *Recent four (4) passport size photograph*
- *Full size picture dressed in business attire*
- *Name and address of three reputable referees*

***CLOSING DATES***

*Applicants should reach the undersigned within 14 days from the first date of this announcement.*

*All Applications should reach us Via our email address **godmwangagems@gmail.com***