



## 1. JOB TITLE: Technical and Capital Officer

Tarime, Mara Region, Tanzania, United Republic of

### Position Description

**North Mara Gold Mine Limited** is seeking to recruit a **Technical and Capital Officer** to join and grow their team. You will be expected to align to the Barrick DNA and to operate within our mining assets with our best people teams. You will contribute in a safe and cost-effective manner to achieve targets in accordance with Mine Safety Standards, Policies and Procedures and ensure daily targets are met.

### About North Mara

The North Mara gold Mine is located in north-west Tanzania in the Tarime district of the Mara region. It is around 100 kilometres east of Lake Victoria and 20 kilometres south of the Kenyan border.

North Mara started commercial production in 2002. The mine is a combined open pit and underground operation from two deposits, Gokona (underground) and Nyabirama (open pit).

### Responsibilities

- Develop and manage demand plan for capital material and equipment requirement, in collaboration with the capital team by project.
- Evaluate all once off engineering/capital item RFQs to ensure that there is no similar item and to establish if it should be a stock item.
- Evaluate RFQs raised by end users for once off items and identify source.
- Interact with potential suppliers to correctly specify the item and finalize the item specification through an iterative process with the supplier/s.
- Document all necessary information (refer to item creation Procedure) that will clearly define the specification for the buying house with the recommended supplier.
- Ensure the appropriate evaluation of a new supplier has taken place prior placing the RFQ with the Supply Partner.
- Expedite all non-stock technical items and ensure appropriate quality control.
- Undertake review role for all changes proposed to existing stock items or new items by end users to ensure that there is a cost benefit and that there is a phase out plan.
- On receipt of once off engineering/capital items ensure that the item complies with specification and release for to the end user.

- Investigate all non-conformances relating to Engineering and Capital items (whether stock or once off), and ensure corrective action is taken to Barrick standard.
- Maintain all information related to the non-stock items on the ERP system.
- Advise on proper long-term maintenance procedures for technical stock items.
- Audit items in capital yard.
- Ensure quality control is applied for all items when purchased by purchasing section.
- All critical, strategic and insurance items to be identified and physically checked that it complies and is operational and stored correctly in the warehouse.
- Monitor the daily site clarifications with the buyers.
- Assist all Engineering staff on spares issues from Supply Chain.
- Check all new items arriving and make a mental note on critical spares arrived.
- Check the 0 in stock items and push the buyers and inventory for order and ensure the list is priori expedited to site.
- Address discrepancy in time with supplier partners.
- As part of MRP analysis comity, to ensure the weekly MRP review is examined together with MRM specialist, Inventory control, Senior buyer and Demand and Supply Manager, in guidance with needful comments.
- Custodian of master data clean-up with supporting documents as Change control form, for OEM or Approved suppliers Part number, Description, UOM, long text.
- Active Participation in weekly and monthly demand planning meeting with demand plan comity.
- Keep equipment and spares to Barrick's standard.

### **Qualification requirements**

- A degree in Mechanical Engineering or equivalent relevant trade qualification from a recognized institution.
- A Mechanical Trade Certification is highly desired.

### **Experience and competencies needed**

- Qualified artisan with at least 10 years' experience in a mining or related environment.
- Good interpersonal skills.
- Demonstrate the ability to read and interpret engineering drawings.
- Ability to prioritize work on own initiative.
- Networking skills.
- Understanding of maintenance management systems.
- Able to identify which items is critical and should be-kept by using his technical experience.
- Technical knowledge of process plant equipment, U/G mining equipment and HME mobile equipment.
- Technical qualifications in mechanical and electrical fields and have to have a few years working experience in Goldmines.

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## **2. JOB TITLE: Buyer**

Tarime, Mara Region, Tanzania, United Republic of

## Position Description

**North Mara Gold Mine Limited** is seeking to recruit **Buyer** to join and grow their team. You will be expected to align to the Barrick DNA and to operate within our mining assets with our best people teams. You will contribute in a safe and cost-effective manner to achieve targets in accordance with Mine Safety Standards, Policies and Procedures and ensure daily targets are met.

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## Responsibilities

- Demonstrated and understanding Supply Chain operations.
- Promote Barrick business ethics and codes of conduct with high integrity.
- Create an understanding of strategic commodities by gathering market trend and price information from key suppliers and other sources.
- Documents the process supporting contracting activities at a site, regional and global level, in line with the supply chain strategy.
- Work hand in hand with inventory, Warehouse, Logistics and be a team player.
- Make sure stock outs are reduced and inventory is maintained at lowest value as possible while increasing service level.
- Follow up payments with site and regional finance teams to make sure suppliers are paid in time.
- Demonstrate negotiation skills to achieve best service and goods from suppliers at market price.
- Demonstrate product knowledge and maintain good communication between supply chain and user departments.
- Resolve discrepancies from suppliers on timely manner.
- Monitor suppliers lead times performance. Manage OEM or suppliers who repeatedly deliver late.
- Work with sense of urgency on emergency issues e.g., tactical orders etc
- Ensure all expediting of outstanding orders are updated regularly.
- Make sure daily expediting and buying reports are updated.
- Actively participate in safety and Pre-Shift Inspection (PSI) meetings
- Make sure orders are expedited prior to due dates to ensure delivery dates will be met.
- Monitor and update order delivery dates based on information received from regional buyers, transporters, and suppliers.
- Track request for quotes RFQ, Ready to print and all outstanding orders.
- Alert clearing agents, end users, suppliers, and transporters when order statuses change.
- Respond queries on timely manner to avoid delays in making decisions.
- Maintain reports for orders related to specific job/project with daily updates to management and or as directed.
- Manage and maintain MIT report.
- Manage and maintain Gold Plant critical and hotlist with providing constant updates to end users.
- Represent department in daily or weekly meetings as required.
- Advise best ways of reducing and managing freight costs.
- Accountable for information to end-users on order statuses.
- Interface with manufacturing terms and /or suppliers to ensure rationalization potential, optimize productivity, and to meet safety requirements, taking operational effects into account.
- Keeps abreast of new developments in supplier products and initiatives.
- Perform tender analysis and considers all aspects of TCO (Total Cost of Ownership) Model when awarding contracts with the purpose of reducing cost per ounce, and /or improving.
- Responsible for timely updates of price increase on company's ERP system

- Use discretion in applying practices and procedures to resolve issues, demonstration a broad and thorough understanding and application of technical and/or specialized concepts and knowledge in the business.
- Interface with manufacturing terms and /or suppliers to ensure rationalization potential, optimize productivity, and to meet safety requirements, taking operational effects into account.
- Keeps abreast of new developments in supplier products and initiatives.
- Market intelligence.

#### **Qualification requirements**

- Relevant Degree or Advanced Diploma in Supply Chain Management
- Supply Chain Board Registration is and added advantage.

#### **Experience and Competencies needed**

- Minimum 3 years' experience in a similar role.
- Mining Industry experience will be an added advantage.
- Computer Literacy. (SAP, Excel, Word, MS Power point, MS projects)
- SAP ERP experience or related.
- Business Understanding.
- Logistics knowledge
- Warehouse management knowledge
- Inventory Management knowledge
- Communication Skills – English Fluent
- Analytical Skills
- Possession of current and valid Tanzania driving license

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### **3. JOB TITLE: Inventory Officer**

Tarime, Mara Region, Tanzania, United Republic of

#### **Position Description**

**North Mara Gold Mine Limited** is seeking to recruit **Inventory Officer** to join and grow their team. You will be expected to align to the Barrick DNA and to operate within our mining assets with our best people teams. You will contribute in a safe and cost-effective manner to achieve targets in accordance with Mine Safety Standards, Policies and Procedures and ensure daily targets are met.

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#### **Responsibilities**

- To ensure that all inventory is effectively managed through item creation, inventory accuracy and change control in accordance with Policies and procedures and respecting standards for safety and environment

- Plan and execute cycle counting and stock counting program in line with corporate requirements.
- Ensures that all stock counts are planned and that all activities required prior to and after the stock count are completed
- Ensures that all stock variances are investigated, and that corrective action is implemented to address the root cause of the variance
- Ensures all stock data is updated so that the physical stock and system stock are accurately represented
- Implements audit systems to verify that all transactions relating to any adjustments made are entered without exception
- Prepares and allocates various reports related to inventory management; Trains all warehouse operatives in good warehousing practice to ensure that stock items are placed and transferred correctly and that the necessary transactions are completed in SAP.
- Reviews and provides the information for reconciliation of stock values between finance and the store
- Manages the master data creation process and receives all item master input data and reviews for alignment to business rules, and ensures that no duplicate items or master data is created by understanding data base and interacting with the users
- Ensures that all suppliers identified are approved on the Approved supplier list prior to submitting the request to the Group Master Data Specialist
- Reviews and Maintains changes requested to master data on the system
- Trouble shoot issues experienced by the users related to the master data or the SAP System
- Ensure all standard inventory reports have been run at the defined frequency, and that they have been issued
- Train users on the business rules for master data creation and accessing of data and reports
- Ensures that the standards in terms of safety and environment are adhered to in the workplace and during operations covered by the inventory controlling team.
- Organizes and implements a filing system for all documents generated by its activities in accordance with procedures.
- Perform any other tasks related to the overall objective of the position or department.
- Applies proper policies and procedures in the field of inventory management

#### **Qualification requirements**

- Bachelor's degree and experience in Logistics and Supply Chain or related fields.

#### **Experience and Competencies needed**

- At least 3-5 years of working experience in Inventory Management
- Excellent safety record
- Females are encouraged to apply.
- Basic computer knowledge on Microsoft Office and any mining software.
- Possession of current and valid Tanzania driving license

**APPLY HERE**