

# 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:	<b>Driver - HR</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Human Resources</b>
Reporting to:	<b>Senior Supervisor Travel &amp; Events</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

The role aims is to provide transport services direct support to GGML Employees and visitors and other support function to the HR department.

## QUALIFICATIONS:

- Certificate of Secondary Education Examination (CSEE).
- Must have a valid Class C Tanzania driving license.
- Must have Passengers Driving Certificate from National Institute of Transport (NIT) or VETA.
- Preferred VIP driving certificate.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- A minimum of 3 years working experience of driving passengers and corporate customers.

## MAIN OR KEY ACCOUNTABILITIES:

- Adhere to safety site rules and regulations related to driving and working in the mine all the time.
- Adhere to security site rules and regulations.
- Check and Collect GGML mails from the post office.
- Check and monitor all HR vehicles maintenance.
- Check and ensure vehicle assigned to him during duty time is properly equipped with necessary safety equipment / tool i.e., prestart book, Logbook, triangles etc.
- Transfer GGML Employees and visitors from different areas within the mine site and in any other roads/ sites within Tanzania Mainland.
- Assist on clerical duties which might be assigned to the incumbent from time to time.
- Conducts inspections of safety conditions and risks in working area and report sub-standard item/conditions/risks and unsafe acts to supervisor.
- Any other duties as assigned by your supervisor related to your role.

## ADDITIONAL REQUIREMENTS:

- Professional driving skills & excellent driving record.
- Accurate navigation skills
- Understanding vehicle functionality

- Knowledge of all driving laws & regulations and observes all traffic requirements.
- Familiarity with vehicle maintenance
- Good communications skills
- Capable of working under pressure
- Customer Service
- Time Management skills
- Teamwork
- Defensive driving
- Healthy & fit.

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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 “**Driver - HR**”

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/22397/>

- 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:**

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- Only shortlisted candidates will be contacted for interviews.

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Position:	<b>Coordinator 1- UG Mining Training</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Human Resources</b>
Reporting to:	<b>Underground Mining – Training Specialist</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

The role aims to train and develop employees to become proficient Operators of underground drilling equipment's and provide on-the-job training and coaching to Underground Shift Bosses and Shift Trainers regarding the guidance and management of equipment operators within a set of safety and training standards.

## QUALIFICATIONS:

- Ordinary Secondary school education or above and Training certification -ToT.
- A recognized underground mine equipment training certificate/ experience.
- Mechanical and operational certificate.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- A minimum of 8 years working experience as a Trainer on underground mine equipment's.
- A multi-skilled underground mine drilling equipment operator / trainer preferred on Jumbo, Solo and Cubex.
- Considerable knowledge of underground mining practices and efficient operations of underground equipment.

## MAIN OR KEY ACCOUNTABILITIES:

- Comply with all HSE&T policies, procedures, and instructions. This includes the correct use of safety devices and protective equipment, prompt reporting of any hazardous situations which cannot be corrected by an individual himself, making the necessary changes to eliminate or control the hazard and reporting immediately any accident or injury which arises in the course of work.
- Take reasonable care for your own safety and that of other persons who may be affected by your acts.
- Ensure that all tools are serviceable and safe to use.
- To maintain Safety standards to comply with the Company safety program.
- Ensure all training facilities are safe for use all time, and well secured.
- Ensure effective transfer of skills and knowledge to Equipment Operators (National Jumbo, Long hole, and Cubex Operators) following the set development plans.

- Develop and review comprehensive training modules for a wide range of underground mine equipment to be used for training Tanzanian equipment operators to meet business standards.
- Enforce the company Training calendar along with underground Training Matrix schedule.
- Prepare bi-annual training report on the progress of the identified national successors on-the-job development.
- Abide by Training Golden Roles and Ethical behavior all times and in everything you do.
- No Training changes will be done without the advice or the involvement of Underground Mining – Training Specialist
- Coordinate and administer Drilling Equipment’s Operation Training Solutions as per available training Matrix.
- Conduct three-dimensional assessment (one-on-one, gap analysis and PTOs) of operators’ knowledge and skill level.
- To help new and less experienced colleagues to become more multi skilled to develop their own careers.
- Understand how training and development fits into Talent & Succession Management.
- Assisting in developing training programs and mentoring systems to ensure the health of the underground drilling discipline.
- Accountability for the effective use of people, resources, and assets associated with GGM Operations
- Compliance with Tanzania Labour Act, AGA and GGM HR policies on training and development
- Observe costs and ensure waste management in all your activities to enhance productivity.
- Deliver the work of the UG Mining Training department within approved budget targets and specified timeframes, costs and related KPIs.
- Assist with the Development of the annual UG Mining Training budget to achieve the targeted annual, medium term and LoM business plans.
- Assisting in developing and maintain constructive relationships with Internal Stakeholders (Health, Safety and Training team) and external Stakeholders (Shift Bosses, Maintenance Engineers, Planning Engineers etc.) to establish existing and changing societal and regulatory expectations and requirements.

#### **ADDITIONAL REQUIREMENTS:**

- Extensive experience on All or key underground heavy mining equipment operations.
- Ability to plan organise, allocate, execute and monitor / control work.
- Ability to improve / maintain operational effectiveness within process.
- Ability to follow & apply organisational procedures and legislative requirements.
- Ability to analyse, validate & verify analytical data.

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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 “**Coordinator 1- UG Mining Training**”

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/22365/>

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Position:	<b>Engineer 1 – UG Ventilation</b>
Contract type & Duration:	<b>Unspecified time contract</b>
Department:	<b>Technical Services</b>
Reporting to:	<b>Superintendent 2 – UG Ventilation</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

The role aims to ensure mine ventilation best practices are followed at the newly established underground mine and all technical services pertinent to underground ventilation is supplied.

## QUALIFICATIONS:

- Bachelor's degree in mining engineering or equivalent qualifications obtained from recognized institutions.
- Must be registered with Engineering professional board (ERB).
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- A minimum of 2 - 5 years working experience in various underground mechanized mining.

## MAIN OR KEY ACCOUNTABILITIES:

### Ventilation

- Conduct Air flow surveys, Data compilation, interpretation of workers exposure to hot work area conditions and planning of ventilation appliances/controls installation to ensure all working zones of the mine are properly ventilated.
- Developing and calibrating mine ventilation model using Ventsim Visual and then use the model to predict underground conditions, areas for modification in the primary ventilation network and control devices to match the airflow requirements. Compare the simulator results against the field data to ensure reliable predictions.
- Prepare Daily, weekly, and monthly ventilation report.
- Prepare and print quarterly Mine ventilation and emergency rescue plans.
- At intervals not exceeding 3 months and after any substantial change to the ventilation circuit; determine and record the quantity and quality of ventilating air in the mine using correct procedures, instruments, and equipment, record primary fan pressure and volume and updated the mine ventilation plans, which need to be immediately available to emergency response.
- Prepare and or update and keep a ventilation procedure.
- Record the wet and dry bulb temperatures of all workplaces where conditions could adversely affect the safety and health of persons.



- Selected positions for installing auxiliary fans, regulators, and other controls, ensuring the required volumes of air are provided in workplaces.
- Report promptly to the manager any defect or deficiency in the ventilation at the mine or any atmospheric contaminant level in a workplace that exceeds the exposure standard.
- Enter, date and sign records in the ventilation logbook.
- Monitor effectiveness of getting the work done with the department with respect to continuous improvement, reduce process variation and in a trust inducing manner.

### **Environment**

- Maintain compliance with ISO 14001.
- Ensure all design and planning work complies with environmental policies.

### **Safety**

- Maintain compliance with OHSAS 18001.
- Develop weekly/monthly Ventilation inspection.
- Attend weekly safety meetings to communicate safety issues and monitor that all actions and issues are addressed.
- Ensure all areas are ventilated according to standard and report any deviation immediately to Supervisor and stop working areas if required.

### **ADDITIONAL REQUIREMENTS:**

- Able to work with minimum supervision.
- Positive attitude towards end users and team.
- Good communications with end users, services provider, and team.
- Self-Motivated.
- Committed to work.
- Teamwork and Cooperation.
- Attention to Details.
- Working with minimum supervision.

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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 "**Engineer 1 – UG Ventilation**"

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/22404/>

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Position:	<b>Coordinator 1 - Training (Dump Truck)</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Human Resources</b>
Reporting to:	<b>Underground Mining – Training Specialist</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

The role aims to train and develop candidates to become proficient operators of underground Haul Truck and Ancillaries equipment's, also to provide on-the-job training and coaching to underground Shift Supervisors and Shift Trainer regarding the guidance and management of equipment Operators within a set of safety and training standards.

## QUALIFICATIONS:

- Ordinary Secondary school education or above and Training certification -ToT.
- A recognized mining equipment training certificate/ experience.
- Licensed / certified Mining Haul Truck and Ancillaries equipment's operator.
- Mechanical and operational certificate.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- A minimum of 5 years working experience as a Trainer on Haul Truck and underground Mine equipment's.
- A multi-skilled underground mine Loading equipment operator / trainer preferred.
- Considerable knowledge of underground mining practices and efficient operations of underground equipments.

## MAIN OR KEY ACCOUNTABILITIES:

- Comply with all GGML Policies & Procedures.
- Ensure training resources are effectively utilized.
- Ensure effective transfer of skills and knowledge to Equipment Operators (National Haul Truck, Grader, Normet, Simulator Equipment's & UG Services) following the set development plans.
- Develop and review comprehensive training modules for a wide range of underground mine equipment to be used for training Tanzanian equipment operators to meet business standards.
- Enforce the company Training calendar along with underground Training Matrix schedule.
- Prepare bi-annual training report on the progress of the identified national successors on-the-job-development.
- Abide by Training Golden Rules and Ethical behavior.

- Coordinate and administer Haul Truck and Ancillaries equipment's Operation Training Solutions as per available training Matrix.
- To help new and less experienced colleagues to become more multi skilled to develop their own careers.
- Develop training programs and monitoring systems to ensure the health of the underground Loading discipline.
- Maintain cross functional relationship with all stakeholders.
- Strong agility to individual mult skilling developed.

#### **ADDITIONAL REQUIREMENTS:**

- Extensive experience on All or key underground heavy mining equipment operations.
- Ability to plan organise, allocate, execute and monitor / control work.
- Ability to improve / maintain operational effectiveness within process.
- Must have good written and oral communication skills in English Language.
- Advanced Coaching and training skills

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**Application Link:** <https://careers.anglogoldashanti.com/job-invite/22372/>

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