

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 1 – Process Administration
Contract type & Duration:	Unspecified time contract
Department:	Process Plant
Reporting to:	Superintendent 2 – Process Plant Maintenance
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

This role is aimed at providing day-to-day support on process plant administrative issues and procedural data capture processing for record keeping and dissemination for decision making. Also, collecting administration data and forward or present them to the appropriate channel, coordinate and manage all administrative issue related to process plant and manage the documents on document kiosk and DocuSign. The role holder is required to maintain working relationships and collaborate with other stakeholders such as Process plant personnel both in the plant and outside section, HR personnel, Procurement, finance, and security personnel, and Health, safety, and training department.

QUALIFICATIONS:

- Diploma or Equivalent Qualifications on Business Administration or Secretarial Services.
- Computer literacy – Proficiency in Microsoft office products/Basic Computer Skills.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- At least 2 years' experience in similar positions in Mining or Manufacturing industries.
- A minimum of two years' experience in Secretarial duties and or front desk duties.

MAIN OR KEY ACCOUNTABILITIES:

Safety Health and Environment

Take a lead role in driving the HSE management program in your area of responsibility and deliver the HSE objectives which include:

- Making sure all coordination related to safety are done timely and as required.
- Participate on leading indicators as per the set targets.
- Ensure all local and international visitors are made aware of GGML safety procedures and adhere to them.

Office requirements coordination

- Coordinate and control stationery for the entire process plant.
- Organize and control tea facilities for process plant and supporting outside sections.
- Coordinating on clothing and other process plant well fare needs (Towels, Jackets etc.)

- Make sure kitchen facilities are working as required, report any defects to Maintenance Superintendent.

Organizing and Coordinating Process Plant visits

Organize and coordinate Process plant visits by ensuring.

- Flights are booked appropriately.
- Accommodation is done as required.
- All required documents are requested, checked, and confirmed.
- Proper scheduling of visits to suit host availability.

Prepare and Circulate

- Weekend duties
- Standby Roaster

Organize and Coordinate shutdowns in terms of:

- Food and Drinks
- Transport arrangement for employee

Document Management

Organize and load for approval to DocuSign and document kiosk.

- All documents needing approval by Senior process manager and above.
- Check and load plant procedures into document kiosk and follow-up for approvals.
- Manage document kiosk to ensure always it is UpToDate, removal of unwanted docs and loading new documents.
- Receive and distribute salary slips for Process plant employee.

ADDITIONAL REQUIREMENTS:

- Be physically and mentally fit and hard working.
- Demonstrate Leadership and good teamwork must be able to solve problem.
- Ability to work under pressure with minimum supervision.
- Demonstrate a good commitment to deliver.
- Ability to work with ERP.
- Capable of advising the team on all issues under this role.
- Good Communication skills.
- Ability to plan, organize and take ownership of tasks on this role.

MODE OF APPLICATION:

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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 1 - Process Administration**".

Application Link: <https://careers.anglogoldashanti.com/job-invite/22971/>

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- 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 **31st January 2024** at 5:30 PM
- Only shortlisted candidates will be contacted for interviews.

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Internal Only

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Position:	Operator 3 - Equipment
Contract type & Duration:	Unspecified time contract
Department:	Process Plant.
Reporting to:	Superintendent 2 – Production Operations
Number of Positions:	Two (2)

PURPOSE OF THE ROLE

The purpose of role is to run the Milling circuit per GGM standard operating procedures to achieve the company targets set by process plant management. The Milling operator is required to follow all GGM health, safety and environment (HSE) procedures in conducting Milling plant operations. The operator is also expected to follow the GGM code of conduct including following all security protocols around the plant and the mine in general. The operator will be required to interact and collaborate with maintenance and metallurgical personnel as well as security and HSE personnel.

QUALIFICATIONS:

- A minimum certificate of Secondary School Education (CSEE) or
- Possession of Certificate or Diploma in Minerals Processing will be an added advantage.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- At least 5 years process plant experience
- Previous operating experience in a mineral processing environment, preferably gold will be an added advantage.
- General background in crushing, milling and/or processing is preferred.

MAIN OR KEY ACCOUNTABILITIES

SAFETY, HEALTH AND ENVIRONMENT

- Housekeeping
 - Ensure no garbage on the floor e.g., water bottles, papers, gloves etc.
 - No Spillage of Ore, scats or slurry or hydrocarbon spillage on the floor – hose the milling ground floor and feed and discharge end floor at the end of the shift.
 - Keep all hose pipes rolled up when not in use - to avoid tripping hazards.
 - Keep the working tools tidy, arranged, and clean. Eg: Sample Cutters, sample vessels and shovels.
 - All rubbishes to be collected to the dust bin and removed from the area if bins are full.

- All your area must be cleaned, and hose pipes rolled before closing the day.
- Participate fully in toolbox meetings.
- Correct and or report any safety risks and potential hazard to the supervisor.
- Inspect gas monitor per inspection books and report any defects.
- Evaluate per requirement if gas monitor reading go over 10ppm.
- Test the safety showers at milling plant to ensure it is in good condition.
- Use minimum PPE correctly as required.
 - Rubber gloves, Safety Glass, Safety Boots, helmet, musk for particular tasks, etc.
- Make sure permit forms are filled for tasks that require permits e.g., confined space, grid mesh and handrail removal.

OPERATIONAL UNITS:

• **Sag mill**

- Inspect leakages from the sag mill shell and report all defects to control/ shift supervisor.
- Inspect abnormal sound from sag mill and report for possible liner or bolts come off.
- Monitor and control sag weight in conjunction with control room operator, adjust the sag mill speed per control room operator advice if necessary.
- Monitor sag mill scats chutes for blockages and scats bunkers.

• **Ball mill**

- Inspect leakages from the Ball mill shell and report to control/shift supervisor.
- Inspect abnormal sound from sag mill and report for possible liner or bolts come off.
- Monitor and control sag weight in conjunction with control room operator, adjust the sag mill speed per control room operator advice if necessary.
- Monitor sag mill scats chutes for blockages and scats bunkers.

• **Hopper.**

- Inspect the mill sump pump hopper levels.
- Clear the build up from the mill discharge hopper.
- Team up with control room operator as well as cyclone operators to control the hopper level by adjusting the speed of the mill discharge pumps.
- Leakage of the hopper to be controlled.
- Make sure all sump pumps are available and directed to the mill discharge hopper.
- Control hopper spillages/leakages to the sump pump and the hopper.

• **Mill discharge pumps**

- Test standby mill discharge pumps availability per schedule.
- Change over mill discharge pumps as per weekly schedule/breakdown.
- Avoid bogging the mill discharge pump by opening the dump valve before stopping.
- Make sure the hopper is at bottom before stop the pump to avoid excessive spillages.

• **Mill gear box**

- Monitor gear box abnormal vibration.
- Feel mill gear box vibrations, report for unusual.
- Report usual noise from the gearboxes to be amended.

• **Lube.**

- Monitor lube oil tank level.
- Report when the tank level is low to top up.
- Report lube pumps, pipes which are leaking oil to be fixed.
- Lube oil spillages must be dealt with per GGML procedures (control, contain, clean up) and reported.
- You are required to start and stop lube pumps per control room operator requirements.

• **Spillage pumps.**

- Inspect the spillage sump pumps per schedule.

- Performance of the pumps.
- Condition of the pump.
- Availability of the pumps.
- Direction of the discharge line (not to the trench under normal circumstance).

OPERATIONAL ACCOUNTABILITIES:

- **Density control.**
 - Measure sag mill discharge density per log sheet to monitor the mill performance.
 - Measure ball mill discharge density per log sheet to monitor the mill performance.
- **Open milling water additional valves to control density and hopper level.**
 - Control total water addition to mill discharge hopper by opening and closing water valves manually per control room operator requirements.
 - Control mill feed water valve manually if instructed by control room operator.
 - Inspect to make sure water to the sag mill trommel is achieved, report if not.
- **Starts/stop the mill per instructions.**
 - Should be able to start /stop the plant per GGM operating procedures, start mill discharge pump, start ball mill and start sag mill.
- **Spillage Control.**
 - Report any spillage to control room operator or shift supervisor.
 - Wash off spillages to the sump pumps.
- **Cooling water system.**
 - Monitor cooling water level and organize to top up if level is low.
 - Organize cleaning of the cooling pumps filters per weekly schedule.
- **Monitor water ponds.**
 - Monitor pond water levels.
 - Monitor high levels to the ponds, make sure ponds are not overflowing.
 - Make sure raw water pond level is above 80% all the time, this is to avoid the pond from running empty.
 - Make sure emergency sump pumps are available and run in automatic all the time.
 - Carryout pond inspections per schedules and inspection sheet, record to be filed.
- **Water pumps.**
 - Inspect process water pumps leakage and performance.
- **Perform all planned tasks issued by snr supervisor via weekly schedule plan.**
 - QQTR must be clearly explained/offered.
 - Complete those tasks and sign off the job cards, collect job cards for recording.

ADDITIONAL REQUIREMENTS:

- Computer literacy will be added advantage.
- Employees must have sufficient education to read and write instructions, perform simple mathematical calculations, and keep records.
- Clean criminal record or any other security incidents.
- Ability to maintain and keep confidential all gold room information, including schedules activities, equipment layout, building layout, gold information and passwords.
- Ability to diagnose and troubleshoot problems.
- Strong verbal, written, analytical and persuasive skills.
- Ability to interact effectively with all levels of employees and management.
- Ability to complete repetitive tasks at a consistently high standard.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/22976/>

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Position:	Supervisor - Rubberizing
Contract type & Duration:	Unspecified time contract
Department:	Process Plant
Reporting to:	Senior Supervisor – Mechanical Engineering
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

Purpose of the role is to assist Senior Supervisor to provide rubberizing, poly weld and tiling supervision for all process plant, and outside section such as Nyankanga dam, lone cone and TSF. The role will be assigned to a specific section of the plant by the maintenance superintendent and will be working under the immediate supervision of the sections Senior Supervisor.

QUALIFICATIONS:

- A minimum certificate of Secondary School Education (CSEE).
- VETA Qualification Grade II or Level One in arc/fusion welding certificate or Full Technician Certificate (FTC) in Mechanical Engineering.
- Valid Tanzanian driving license.
- Basic Computer Competency.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

A minimum of 5 years' experience in supervising fixed plant, cement, gold mining, and beverage industries in maintenance /rubberizing.

MAIN OR KEY ACCOUNTABILITIES:

Safety Health and Environment

Take a lead role in driving the HSE management program in your area of responsibility and deliver the HSE objectives which include:

- Driving the zero harm and injuries initiative by actively promoting health and safety awareness.
- Proactively managing and reducing all hazards in your area of responsibility
- Maintain housekeeping in area of responsibly.
- Driving the safety leading indicators such as safety interventions, PTOs, inspections etc.
- Driving the risk assessment process within area of responsibility
- Participate and contribute to the compliance to national and international standards and regulations such as NEMC, ISO14001, ISO45001, IMIU, OSHAS, ICMI etc.
- Monitor and maintain Process plant in accordance with standard guidelines for plant safety

environment, effectiveness, cleanness, and appearances.

Planning and Execution of Rubberizing workshop tasks (Mill, CIL, Ponds, and outside section)

Take a lead role in:

- Planning and execution of all rubberizing and HDPE repairs (activities) (planned and unplanned) to achieve the targeted availability for the plant and supporting outside section.
- Scheduling, planning and execution of periodic inspections on related circuits such as KNELSON (KC)
- Managing and supervising the Rubberizing crew in conducting rubberizing, tilling and HDPE repairs.
- Maintain the quality and quantity of work executed in a rubberizing Workshop and outside section.

Main Workshop, Outside section, and CAF plants Projects, SGS, Water treatment and incinerator

Take a lead role in:

- Preparing, planning and execution of new installations in collaboration with the OEM.
- Testing and commissioning of new installations, tiles, rubberizing.
- Planned and unplanned tasks.

Budgeting and Cost Management

Take a lead role in:

- Controlling and managing use age of consumables items on his crew.
- Taking care of working tools as ownership to prevent them from damaging.
- Proper breakdown on bill of materials according to the specified task.

Training and Development

- Ensure compliances on all trainings/permits required on his crew is up to date.
- Facilitate training and coaching of crews (includes all safety related training) and HDPE machines.
- Ensure performance reviews are done correctly and on time.

Operational Excellence

- Ensure that operational excellence practices are adhered to e.g. visual boards.
- Take a lead role in the identification and execution of improvement initiatives within rubberizing workshop.
- Encourage the crew on culture with regards to the vision and mission of the company
- General Administrative duties.

ADDITIONAL REQUIREMENT:

- Must have basics of engineering drawings.
- Must have HDPE weld Techniques.
- Must possess hot and cold splice techniques.
- Conveyor trucking knowledge
- Ability to take and read measurements.
- Tiling on chutes/pipes.
- Must possess poly pipe machine skills.
- Awareness of SC2000 Solvent.
- Awareness on angle grinder.
- Ability to discipline, coach, and train subordinates.
- Must possess excellent communication skills.
- Ability to plan, organize, and take ownership.
- Must possess problem solving skills.
- Ability to inspire and motivate others to high performance.
- Ability to build good team relationship.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/22970/>

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Position:	Tradesperson 1 - Fitter
Contract type & Duration:	Unspecified time contract
Department:	Process Plant
Reporting to:	Supervisor - Fitting
Number of Positions:	Two (2)

PURPOSE OF THE ROLE:

The maintenance team (fitter mechanics) at the process plant is responsible for execution of maintenance across crushing circuit (crushing plant) Purpose of the role is to execute mechanical fitting works safely and responsibly within the process plant (i.e., preventive maintenance, planned jobs, breakdowns, and installation of new /replacement of equipment). The role will be assigned to a specification section of the plant by the maintenance superintendent and will be working under the immediate supervision of the Supervisor-Fitter mechanics and the section senior supervisor.

QUALIFICATIONS:

- A minimum certificate of Secondary School Education (CSEE).
- VETA Trade test Grade one in Mechanical Fitting/Turning Certificate//Full Technician (FTC) / Ordinary Diploma in Mechanical Engineering
- Valid Tanzanian Driving License Class B and D
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- At least 3-5 years fitting experience in the manufacturing, mining, or any related similar industry with specific experience in the following equipment: Crushers, pumps, gearboxes, apron feeders, screens and conveying systems.

MAIN OR KEY ACCOUNTABILITIES:

Safety Health and Environment

Take responsibility of your own health and safety by:

- Observing all HSE Policies and procedure relevant to the job in hand.
- Mini risk assessment -continuous think about and plan job before commencement.
- Always use correct tooling.
- Utilize all necessary permit where required.
- Tag out and report any unsafe equipment immediately.
- Report all incidents immediately and participate in investigations and remediation activities.
- Remove all scrap or left-over materials immediately and ensure good housekeeping in area of responsibility.

- Taking care of your own personal protective equipment (PPE).

Maintenance Execution:

Carry out maintenance duties including:

- Routine inspection of a range of different Fixed Plant equipment to ensure they are functioning correctly.
- Carrying out planned and unplanned (breakdown etc.) maintenance tasks in an accurate and timely manner.
- Troubleshooting faults and repair equipment as needed.
- Report any lost or damaged tooling.
- Ensure the work is performed to the OEM Requirements.
- Meet work delivery deadline to minimize the demand for resources without exceeding the required by the date for work completion.

ADDITIONAL REQUIREMENTS:

- Be physically and mentally fit and hard working.
- Possession of Basic Trade Skills.
- Able to read, understand and utilize all plant technical manuals.
- Specialized training on various pieces of equipment as required.
- Computer literacy – Proficiency in Microsoft office products/Basic Computer Skills.
- Demonstrate Leadership and good teamwork must be able to solve problem.
- Be able to work under pressure with zero supervision.
- Demonstrate a good commitment to deliver.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/22975/>

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