

# 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>Attendant 3 - Environment (Waste)</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>HSE.</b>
Reporting to:	<b>Coordinator 2 - Environment (Waste and Chemicals)</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

Supervising waste incinerator operation, carrying out pest control activities and assisting in performing revegetation works.

## QUALIFICATIONS:

- A minimum of Advanced Secondary Certificate.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- A minimum of one year experience in a role with similar responsibilities.

## MAIN OR KEY ACCOUNTABILITIES:

### Incinerator Operation

- Collection and transportation of incinerable waste to the incinerator
- Perform waste incineration.
- Participate in incinerator service and repair.
- Supervise the disposal of the ash in accordance with the applicable procedure.

### Assist with Pest control duties.

- setting traps,
- placing baits,
- fumigation,
- applying pest control chemicals.

### Assist with Revegetation works.

- Field supervision of re-vegetation works.
- Collection and transportation of seedlings, tools, and other revegetation resources during the revegetation period.
- Any other duties as assigned by a supervisor.

**ADDITIONAL REQUIREMENTS:**

- Skilled in operating incinerators for all kinds of incinerable waste.
- Skilled in using different types of tools for pest management.
- Ability to work with others at different levels to achieve targets.
- Ability to share/ask for information needed to plan and execute tasks.

**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 "**Attendant 3 - Environment (Waste)**"

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/23902/>

- 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 **28<sup>th</sup> April 2024 at 5:30 PM.**
- Only shortlisted candidates will be contacted for interviews.

**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 [speakupAGA@ethics-line.com](mailto:speakupAGA@ethics-line.com) or use the internet at [www.tip-offs.com](http://www.tip-offs.com)

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Position:	<b>Senior Supervisor - Logistics</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Finance and Supply Chain.</b>
Reporting to:	<b>Superintendent Warehouse &amp; Logistics.</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

Ensuring an effective movement, distribution, and safe receipt of supplies and materials. Planning routes, coordinating and track movement of goods through logistic pathways. Executing logistics plan to move products and packages to reach destinations on schedule. Review freight rates and other transportation costs to keep working costs low. Maintains quality throughout the logistic processes. Analysing operational logistical performance and resolve issues. Collaborating with vendors, suppliers, freight forwarders and Government bodies to ensure all operations (e.g., shipping, delivery) meet quality and safety standards.

## QUALIFICATIONS:

- Bachelor's degree or Advanced Diploma in Materials Management or bachelor's degree in Logistics Management and or its Equivalent.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- Minimum of 5 years working experience in Warehouse and Logistics in Mining industry or large-scale industries.
- Experience with the Enterprise Resource Planning (ERP) System, preferably SAP system.
- Strong computer skills – Microsoft office package, particularly Excel, Word, and PowerPoint.
- Dynamic knowledge and understanding of supply chain, Logistics and expediting in mining environment and or in large scale industries.
- Health and Safety requirements, especially focused on site service providers.

## MAIN OR KEY ACCOUNTABILITIES:

- Ensure cargo clearance activities are compliant to customs regulations and procedures and import and export clearance is done timely.
- Ensure fully management of relationship between GGM and other bodies like Government bodies, DSV and PFT to easy logistics and goods clearance processes are maintained.
- Monitoring and managing a timely delivery of Local supplies and international shipments arrived and sitting at Local Freight Forwarder (PFT Dar and Mwanza) yards are delivered to site safely without

causing any harm to the community while on transit; and ensuring all safety rules are followed fully by Freight Forwarders.

- Follow up on shipments to make sure the consignments are shipped from suppliers/Freight Agent to site on time and safely without causing any harm to the community while on transit.
- Maintaining and managing Warehouse and Logistics (daily, weekly, and monthly) reports.
- Fully Management of relationship between GGML and other bodies like Government bodies (TRA, TBS, GCLA, TMDA and International and Local freight forwarders, like DSV, ULL, FFK and PFT to easy logistics and goods clearance processes.
- Ensuring cargo clearance activities are compliant to customs regulations and procedures and import and export clearance is done timely.
- Closely Monitoring TASAC activities and making sure documentation on both imported and export consignments are smoothly submitted to TASAC and captured correctly to avoid customs penalties on wrongly declared items.
- Mitigating non-conform supplies on the business by identifying substandard deliveries and timely implementing of instructions based on recommendations from Material Engineering team by timely raising an insurance claim.
- Strategically plan to maintain safe and efficient Logistics and Port clearance operations.
- Controlling Container demurrage charges (reducing container demurrage / detention costs) at site and demurrage charges caused by the delayed Customs and Port clearance.
- Monitor and report weekly any GIT (Goods in Transit) items above 90 days, as well as monitoring Expediting team effectively and pushing for GIT items to be delivered on site timely.
- Critically expediting all materials/items reading zero in stock at site but same sitting in GIT (Goods in Transit).
- Expediting Consignments delivery against outstanding purchase orders.
- Monitoring all open site delivery stock discrepancies and identify items lost in transit for claim course of action.
- Having knowledge on logistics, expediting, transportation, shipping, receiving, and clearing and forwarding as well as traffic management.
- Timely & accurate lodging of insurance claims.
- Customer care, timely response on logistics query internally & externally.
- Manage team members (plan work) lead team, organize the work and labor, control compliance to targets and take corrective actions when targets not achieved.
- Ensuring cost impact in areas of accountability are evaluated, approved and budget is revised.
- Comply to HSE Policy & Procedures as well as Environmental standards on all logistics and mining processes.
- Devising a safe work performance for a team, stopping any unsafe work, issuing safety related instructions to subordinates and initiating action against team members for his/her role in unsafe behavior.
- Maintain discipline, ensure that the logistics team is trained and staffed to plan.
- Attend/conduct weekly/biweekly meetings with end user departments/internally and on time execution of agreed actions

#### **ADDITIONAL REQUIREMENTS:**

- Proven work experience in Logistics industry
- Registered with PSPTB
- Prior experience working on Logistics, expediting, and Clearing and Forwarding.
- Excellent Organization skills
- Excellent verbal and written communication skills.
- Strong supervisory and leadership skills.
- Ability to anticipate and solve problems.
- Excellent organizational skills and attention to detail.
- Ability to meet deadlines.

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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 “**Senior Supervisor – Logistics.**”

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/23883/>

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Position:	<b>Technician 2 – Material Engineering.</b>
Contract type & Duration:	<b>Specified Time Contract (One Year)</b>
Department:	<b>Finance and Supply Chain.</b>
Reporting to:	<b>Senior Supervisor - Materials Engineering.</b>
Number of Positions:	<b>One (1)</b>

## PURPOSE OF THE ROLE:

To proofread, revise and rewrite/restructure item descriptions as per company material coding practices, to get quality assurance as regards materials to be bought to avoid potential nonconformity arising from unstructured and ambiguous descriptions causing materials to be coded and added/extended from other AGA mines into Geita catalogue for same to be bought straight from original Equipment Manufacturer (OEM); causing materials to be bought as catalogued item from OEMs at predetermined contracted prices; causing to shorten the purchase process by buying straight from OEMS through the catalogue thereby avoiding the need for three quotations and actively participate in workplace safety, health, and environmental matter as per company policies.

## QUALIFICATIONS:

- Degree or Diploma in Mechanical, electrical, Instrumentation or automobile Engineering.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## EXPERIENCE:

- Minimum three years' experience in Parts/Material Management
- Experience in Mining Industry is an added advantage.
- Experience with any Enterprise Resource Planning (ERP) System/ Cataloguing App

## MAIN OR KEY ACCOUNTABILITIES:

- Attending to environmental, health and safety related discussions/meetings
- Participation in environmental, health and safety related supervision, inspection, audit, and reporting
- Identify all OEM free text purchase requests and query the global AngloGold Ashanti (AGA) catalogue to see if requested material(s) is/are available locally at Geita or elsewhere in AGA.
- If requested material(s) is /are locally available in the catalogue, advise the purchase request originator to amend their purchase request by buying through the catalogue instead of free text.
- If requested material(s) is /are not locally available, but available elsewhere in AGA catalogue, cause the said material(s) to be extended to Geita Gold Mining Ltd (GGML) catalogue as non-stock (NST) item(s).
- If requested material(s) is not catalogued altogether, cause the said material(s) to be catalogued by asking the purchase request originator to raise an Application for New Stock Item (ANSI) for said item(s) to be intruded into GGML catalogue as NST item(s).

- Validate correctness/completeness of ANSI forms as they get submitted by purchase request originators and capture same in the cataloguing catalogue (PiLog Catalogue Management) and submit same for approval in the shared ANSI portal.
- For reporting purposes, register all attended ANSI into the local ANSI Access Database

#### **ADDITIONAL REQUIREMENTS:**

- Computer skills to include MS Access
- Command of written and oral communication skills in Swahili and English languages
- Experience with SAP MM module
- Ability to read and interpret technical drawings.
- Analytical skills
- Numeracy

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**Application Link:** <https://careers.anglogoldashanti.com/job-invite/23901/>

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