

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 Denver, USA. AGA has operations in more than ten countries across four continents. The mine is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 120 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its main office and operations in Geita, only 5 Km's west of the fast-growing town of Geita, and 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:	Clerk 1 - Warehouse
Contract type & Duration:	Fixed Term contract (One Year)
Department:	Finance & Supply Chain
Reporting to:	Senior supervisor warehouse
Number of Positions:	Three (3)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

The incumbent will be responsible of controlling daily receiving of the company's stocks, unloading deliveries, stocks verification, transfer, storage, record keeping, and issuing of items, furthermore, to ensure proper arrangement regarding transferring of materials and forwarding the same to satellite Warehouses, handling documents, maintaining stock accuracy as directed by the immediate Supervisor whilst the GGML policy and procedures are well adhered.

QUALIFICATIONS

- Minimum Certificate of Secondary Education (CSEE), Materials Management Certificates
- Must possess valid Tanzanian Driving license.

EXPERIENCE:

- At least 2+ years of experience on Large Scale Warehouse activities.
- Experience in Microsoft Office suite (i.e., Excel, Word, PowerPoint).
- A candidate must have experience on driving Forklift.

MAIN OR KEY ACCOUNTABILITIES:

- To ensure GGML safety standards are well maintained.
- Housekeeping activities as directed by supervisor.
- Confirming the items descriptions and quantities against the GRN (Goods Received Note) and proper handling of materials from Central Receiving Warehouse to Satellite Warehouses; then transporting same to Satellite Warehouses.
- Checking properly the items at staging area in comparison with GRN then binning the same properly
- Picking the items from staging area and forwarding them in the bin locations
- Proper binning, stacking, and storing of material in the Warehouse.
- Able to print pick list from SAP (Systems Applications and Products in Data processing) ERP System, issuing items to end user and posting the issuing slip into SAP.
- Checking the inabilities and reporting same to Supervisor
- Identifying potentials stock-out and reporting to the Supervisor
- Managing daily, weekly, and monthly stock count (cycle count)

- Identifying Non – conforming items and damaged ones and then reporting them to Supervisor.
- Conducting annual stock take as directed.
- Offloading delivery trucks, tallying and confirming deliveries.
- Consignment verification, identifying substandard delivered materials.

ADDITIONAL REQUIREMENTS:

- Self – motivated and can work under minimum supervision.
- Be safety conscious and ability to clean the Warehouse after every work (housekeeping)
- Able to make reasonable decisions.
- Physically fit
- Must have good written and oral communication skills in English Language
- Ability to show initiative and coordination skills and be able to interact with a team.
- Ability to maintain composure under stressful situations and conflicting priorities.

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 “**Clerk 1 - Warehouse.**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/24462/>

- 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 **29th June 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 or use the internet at www.tip-offs.com

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 Denver, USA. AGA has operations in more than ten countries across four continents. The mine is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 120 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its main office and operations in Geita, only 5 Km's west of the fast-growing town of Geita, and 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:	Operator 1- Equipment
Contract type & Duration:	Unspecified time contract
Department:	Process Plant
Reporting to:	Senior Supervisor – Crusher
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

To operate the processing plant (Crushing, Milling, CIL, Elution Circuit) and associated equipment's in a safe, productive, and efficient manner, to maximize plant performance without effecting the environment or health and safety of personnel. The processing operators will be involved in all aspects of mineral processing, including sampling and sample submission.

QUALIFICATIONS:

- Ordinary level of secondary education or above.
- Must have a valid Tanzanian driving license.
- Must have ability drive manual transmission Light vehicles.

EXPERIENCE:

- At least 1 year of working experience in a processing plant, preferably in gold production.
- Previous gold processing plant operational experience (crushing, milling, CIL and Elution) will be an added advantage.

MAIN OR KEY ACCOUNTABILITIES:

- Always act in a manner that seeks to enhance the safety culture and performance of GGM and ensures that the vital behaviours are always adhered to.
- Work safely in all areas, identify potential safety hazards, and work with management to correct hazards.
- Operates, inspects, and monitors (regular sampling and measurement) all processing plant equipment relating to crushing, grinding and gravity, leach, and adsorption (CIL), elution, regeneration kiln and reagents to achieve the highest possible ore recovery.
- Identifying and diagnosing, where possible, items of the plant that require preventative maintenance or repair.
- Monitor the operation of plant and equipment and ensure the safety of other workers.
- Ensuring production activities achieve maximum effective use of the plant and equipment by continual monitoring.

- May operate mobile equipment such as loaders, light duty vehicles, forklifts, Telehandler and utilize hand and power tools.
- Safely isolate processing equipment for planned or unplanned shutdowns
- Immediately report equipment faults to prevent further deterioration.
- Assisting in the development of competencies of other employees where directed.

ADDITIONAL REQUIREMENTS:

- Good knowledge of computer applications
- Fluency in Swahili or English

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 “**Operator 1- Equipment**”

Application Link: <mailto:https://careers.anglogoldashanti.com/job-invite/24487/>

- 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 **27th June 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](tel:+255282160140) (rates apply) or use our whistle-blowing channels by sending an SMS to [+27 73 573 8075](tel:+27735738075) (SMS rates apply) or emailing speakupAGA@ethics-line.com or use the internet at www.tip-offs.com

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 Denver, USA. AGA has operations in more than ten countries across four continents. The mine is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 120 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its main office and operations in Geita, only 5 Km's west of the fast-growing town of Geita, and 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:	Superintendent - 2 Socio-Economic Development
Contract type & Duration:	Unspecified Time Contract
Department:	Sustainability
Reporting to:	Senior Manager Sustainability
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

To plan and deliver the work required to achieve effective Socio-Economic Development projects outcomes by the application of agreed AGA policies, work processes and standards and through the development of a capable, skilled, and motivated team and an effective process for monitoring compliance to plans, standards and work process.

QUALIFICATIONS:

- Degree or equivalent qualifications in Civil Engineering
- Master's degree an added advantage.

EXPERIENCE:

- At least 10 years of relevant experience in infrastructure/project management or related industry

MAIN OR KEY ACCOUNTABILITIES:

Project Management

- Accountable for the planning, coordination, and execution of community projects on time and on budget.

Contract/Contractor Management

- Accountable for the management, supervision and delivery of Contracts established to support execution of community projects.

Planning.

- Accountable for the development of the work plans for every process according to the standard of work requirements and the communication of these to the team.

Training

- Accountable for the development of a competent and capable team of Direct Reports.

Control Compliance

- Accountable for controlling compliance to the standard of work and the delivery of approved plans of work for every process, reporting on areas of non-compliance.

Audit Compliance

- Accountable for the definition of auditing protocols and standards and their application to confirm compliance with AGA policies and standards (safety, health, environment, corruption, etc.) and delivery of agreed work plans and outcomes, identifying areas of non-conformance/compliance.

Analyze and Improve Compliance

- Accountable for the analysis and improvement in compliance to the defined standards of work, and work plan delivery by the team members, determining action required to prevent a recurrence of identified non-compliances and reporting issues and actions to the Senior Manager Sustainability

Reporting

- Accountable for the preparation and production of timely and accurate reports to internal and external stakeholders in accordance with the defined standards of work.

Budget

- Accountable for the preparation and delivery of the Socio-Economic Development budget and to deliver outcomes consistent with this budget with no variances.

ADDITIONAL REQUIREMENTS:

- Fostering a team environment - Promoting Collaboration; Conflict management and Teamwork, Develop Others.
- Manage Self - Taking ownership of one's personal development.
- Building Effective Working Relationships - The ability to build and maintain effective collateral and cross functional working relationship.
- Building Trust & Accountability - Displays high levels of integrity and honesty.
- Maximizing Performance Results - Solve Problems and Analyzing Issues, Taking Initiative

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 "**Senior Manager Sustainability**

Application Link: <https://careers.anglogoldashanti.com/job-invite/24484/>

- 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 **30th June 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](tel:+255282160140) (rates apply) or use our whistle-blowing channels by sending an SMS to [+27 73 573 8075](tel:+27735738075) (SMS rates apply) or emailing speakupAGA@ethics-line.com or use the internet at www.tip-offs.com