

# 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:	<b>Coordinator 1 – Safety (Underground Mining)</b>
Contract type & Duration:	<b>Unspecified time contract</b>
Department:	<b>HSE</b>
Reporting to:	<b>Safety Specialist</b>
Number of Positions:	<b>One (1)</b>

**GGML is an equal opportunity employer.**

## PURPOSE OF THE ROLE

The Incumbent will provide technical support to GGML employees, Contractors, Safety Department and Geita Gold Mine Operations at large. Furthermore, to assist Safety Specialist to develop and implement the GGML and OHS Management Plan which is Integrated to Safety Management System, and a safe working environment sufficient to maintain GGM's social license to operate in Tanzania and comply with the AGA and GGML frameworks for best practice internationally.

## QUALIFICATIONS:

- Tertiary Safety Qualification – Certificate / Diploma / Degree or equivalent Safety (NEBOSH, IOSH, SAMTRAC/SHEMTRAC, Chamber of Mine Safety)
- Management qualification (SDP)
- First Aid Certificate or Occupational First Aid.
- Possession of Valid Tanzania Driver's License.

## EXPERIENCE:

- Minimum of 5+ years' experience or exposure to the large-scale Mining Management Systems is required for this position.
- Accident/Incident Investigation course work.

## MAIN OR KEY ACCOUNTABILITIES:

- Advising the Safety Specialist if you do not understand the work that he/she has assigned to you, or if the assignment does not fit with your knowledge of the circumstances, current skills or available time and resources.
- Committing your best endeavors and full capability to the work assigned to you by your Safety Specialist.
- Assists develop and implement effective department Management Plan or system and supporting tools to monitor effectiveness.
- Advise and assist the Safety Specialist to plan, implement and monitor implementation of the GGM Integrated Safety Management system, including ISO 45001 and ISO 14001, legal and AGA policy standards.

- Assist Conduct research and recommend to the Safety Specialist on developing Safety Programs based on new findings.
- Assist Review safety performance and recommend to the Safety specialist systematic program to monitor employees, equipment, and contractors, for effective compliance with Safety Management practices, standards, and requirements.
- Cooperate, conduct, and participate on the Incidents Investigations, with a focus on Near-miss & High potential incidents.
- Assist Actively support the implementations, review and monitoring of targeted Safety Campaigns and related improvement initiatives.
- Support the Safety Specialist –with the implementation of Major Hazards program and critical controls Program.
- Participate and coordinate risk assessment programs on regular basis (BLRA, issue based and continuous, JSA /Take5.)
- Participate and coordinate Bow Ties risk assessment programs to departments.
- Prepare Inspection Plan manage implementation, daily, weekly, monthly, and quarterly inspections, and report writing and regular follow up on the findings for closure. Also conduct unplanned inspection/visits.
- Manage iSIMS effectively and efficiently including training to all personnel under your area of accountability.
- Enforce Hazard identification reporting and correction Management Program
- Develop your own PTOs/SAOs Plans, undertake planned task observations, and assist with the development of job safety analysis with approved targets.
- Assist Development and regular review of Safe work procedures as per the requirement.
- Assist Ensure emergency management program within your area is up to date.
- Assist to evaluate potentially hazardous situations involving chemical, physical, and ergonomic stressors, as well as matters related to general workers hygiene, to provide educational programs related to health to the workers.
- Assist to monitor and audit the GGM's compliance with all acts, regulations, policies, codes, procedures, and guidelines in health and safety.
- Submission of monthly activity report and any other report as required.
- Assist Train and provide coaching to HSE Reps within your area of accountability.
- Assist on ensuring all safety related support documents are in shared drives.
- Attend OHS Meetings and toolbox meetings as per the ISO 45001 Communication, Consultation, and Participation system element requirement.
- Assist and take part in the applicable systems implementation and auditing processes.
- Advise and assist the Safety specialist to plan, implement and monitor implementation of the Traffic Management Plan.

#### **ADDITIONAL REQUIREMENTS:**

- Ability to identify potential hazards and advise on minimizing risks and assessing controls effectiveness.
- Ability to understand and review EHS systems.
- Ability to manage Occupational Health & Safety programs and interpreting safety data/information.
- Understanding site risks and recognizing developing workplace hazards.
- Ability to investigate safety incidents/accidents.
- Ability to formulate, present and evaluate training courses.
- Ability to establish priorities, follow up and complete 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 “**Coordinator 1 – Safety (Underground Mining)**”

**Application link:** <https://careers.anglogoldashanti.com/job-invite/24543/>

- 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 **13<sup>th</sup> July 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>Tradesperson 1- Fitter Mechanics</b>
Contract type & Duration:	<b>Unspecified time</b>
Department:	<b>Process Plant</b>
Reporting to:	<b>Supervisor Mechanical</b>
Number of Positions:	<b>Two (2)</b>

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## PURPOSE OF THE ROLE:

Purpose of the role is to execute mechanical fitting works safely and responsibly within the process plant (i.e., Preventive, Maintenance, Repairs, Breakdowns, and Installation of new and replacement equipment). 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 crew supervisor and the sections senior supervisor.

## QUALIFICATIONS:

- Form IV Secondary Education with VETA Qualification Grade I or Full Technician Certificate (FTC) in Mechanical Engineering.

## EXPERIENCE:

- At least 3-5 years' fitting experience in the manufacturing, mining, or any related similar industry with specific experience in the following equipment's: big crushers – gyratory, cone, big mills – SAG and ball, Thickeners, Hydraulic drives – apron feeders etc, Pumps and Gearboxes.

## MAIN OR KEY ACCOUNTABILITIES:

- Safety Health and Environment (HSE): Take responsibility of your own health and safety.
- Observing all HSE Policies and Procedures relevant to the job in hand.
- Mini risk assessment - continuously think about and plan job before commencement.
- Always use correct tooling.
- Utilize all necessary permits 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 all maintenance duties including.
- Routine inspection of a range of different Fixed Plant equipment to ensure they are functioning correctly.

- Carrying out planned and unplanned (breakdowns etc.) maintenance tasks in an accurate and timely manner.
- Troubleshooting faults and repairing equipment as needed.
- Report any lost or damaged tooling.

#### **ADDITIONAL REQUIREMENT:**

- 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.
- Driving Competency with Tanzania Driving License Class B and D.

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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 “**Tradesperson 1- Fitter Mechanics**”

**Application Link:** <mailto:https://careers.anglogoldashanti.com/job-invite/24604/>

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#### **APPLICATION DEADLINE:**

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