

# 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. AngloGold Ashanti (AGA) has operations in more than ten countries across four continents. Geita Gold Mining Limited (GGML) 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>Supervisor – Light Vehicles</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Engineering</b>
Reporting to:	<b>Senior Supervisor – Light Vehicles</b>
Number of Positions:	<b>One (1)</b>

**GGML is an equal opportunity employer.**

## PURPOSE OF THE ROLE:

The aim of this role is to make you accountable in Supervising all light vehicle maintenance tasks and ensure reduction of re-do work for all the work executed within the light vehicle work function and thus reduce the MTBF (Mean Time Before Failure). As a supervisor, you will be expected to provide guidance and support to the team when needed.

## QUALIFICATIONS:

- VETA Trade Test Certificate Grade One/Level Three in Mechanic.
- Full Technician Certificate (FTC) in Mechanical Engineering.
- Diploma or Degree in Mechanical Engineering will be an added advantage.
- The incumbent must have a valid Tanzania driving license.

## EXPERIENCE:

- The incumbent must have at least 5 years of experience in maintenance of Light vehicles preferably Toyota Land cruiser models and able to work in Mining environment.

## MAIN OR KEY ACCOUNTABILITIES:

- Assume the dual role of trainer/coach of the team.
- Work with light vehicle Mechanics to ensure Original Equipment Manufacturers' fitting and installation procedures are strictly adhered.
- You will be reporting all the work-related matters to area Senior Supervisor who will guide you through the matters by giving instructions and decisions or escalate to higher level when he finds necessary. However, you are accountable to ensure the required maintenance practices are adhered through application of OEM's maintenance standards.
- Ensure you sign work orders after job completion, and it is your responsibility to make follow up and ensure all the work orders for the jobs that you have done are closed by all parties as per requirement and on time.
- Always communicate all work-related matters to area Senior Supervisor for alignment before making decision.

- Develop and implement a quality management system for the LV workshops which provides full traceability for work done by mechanics within the workshop and the quality assurance thereof.
- Ability to detect when direct judgment is not sufficient to overcome obstacles and problem needs to be escalated.
- Always be accountable as a supervisor when any departure from OEM fitting and installation standards and procedures are identified.
- Always be aware that you are accountable as direct Supervisor in case any theft of company property specifically spare parts occurs at your area of accountability, and to prevent this from happening you need to put close follow up on every task being executed at the workshop and ensure all spare parts are fitted.
- Committing your best endeavors in ensuring all maintenance works are done to the required standards as per OEM recommendations.
- Ensuring you pass through any work request raised to order spare part and advice Workshop Snr Supervisor based on your technical expertise.
- To work with the planners to ensure spares and materials are filled in ANSI and are optimized under the VMI contract with TOYOTA and others to be stored at GGM warehouse.
- Identify and submit your succession plan and you must do proper coaching to your successor.
- Ensure you do proper handover explaining in detail all the job progresses and outstanding tasks at the workshop, also you will be required to point out all the workplace procedure (both general and those for LME) in your handover as a reminder to the one assuming your role to ensure a proper enforcement of the procedure is being adhered in your absence. You also need to remind of company values in your handover.
- Be on call 24/7 whenever there is a need.
- You must be FLEXIBLE in case of any changes to your roles as will be advised by your immediate manager.
- Ensure major hazards compliance all the time.
- Advising your manager 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.
- Advising your manager of any situations or conditions that could create obstacles to, or opportunities for, the work of the managerial team or company.
- Always seek advice from area Senior supervisor before responding to any work-related issue around LV workshop. Do not make any decision the likes of postponing maintenance of certain light vehicle, allowing a light vehicle to be taken from workshop without informing LV Senior Supervisor, granting permission to leave workplace or being absent from work to the LV mechanic without seeking guidance from LV Senior Supervisor etc.
- In line with the above, you are not allowed to swap spare part from one vehicle to another without LV Senior Supervisor permission.
- Demonstrating work behaviors consistent with the company Values and work within prescribed boundaries, including required behaviors, company policies, standards, procedures, and legislation requirements.
- Ensure every work has an opened work order and should be closed and submitted to LME planning office for record keeping on the same note ensure planners have signed on your counter book during handover of work order.
- Disclosing timely information to manager when accountability cannot be met within limits or can be met with less time or resources than planned.
- Ensure you are fully updated with all the tasks ongoing at your area all the time.
- You are accountable to order parts, and you must ensure you get satisfied before the order is processed, as Supervisor you will be accountable for any wrong order of parts.

### **ADDITIONAL REQUIREMENTS**

- Ability in Troubleshooting Toyota Landcruiser and other light vehicle model problems.
- Knowledge and procedures for the repairs and maintenance of all HME/LME Mining Equipment
- Knowledge on 1HZ, 2KD, 1KD and VDJ 200 Engine overhaul, valve setting and timing.
- Apply skills and knowledge on Component changeout on light vehicle.

- Sound knowledge on health, Safety and Environmental issues and procedures.
- He / She must be physical and mentally fit and hard working.
- Must be able to work with minimum Supervision.
- Good communication skills.
- Demonstrate good commitment to deliver.
- Ability to work under pressure.
- Good in Microsoft skills.
- Be able to read and understand maintenance manual book and keep daily logs /records.
- Knowledge of record keeping Time management skills
- Effective communication skills
- Good Analytical skills

#### **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 **“Supervisor – Light Vehicle.”**

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/24983/>

- 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 **02<sup>nd</sup> September 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)