

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:	Technician 3 – Time & Attendance System
Contract type & Duration:	Specified Time Contract/Fixed Term Contract (Two Years)
Department:	Human Resources Department.
Reporting to:	Specialist 1 – HR Systems
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

- Time & Attendance Technician is a technical role that exclusively focuses on ensuring the company Time and Attendance system is administered and maintained in line with organizational policies and guidelines. The incumbent will be responsible to maintain the system hardware and software, updating necessary details into the system, analyzing system outputs and provide reports for management decision making.

QUALIFICATIONS:

- At least Certificate in Information Technology, Computer Science, Electrical Power Engineering, or any other related field with extensive relevant experience

EXPERIENCE:

- At least 3 years working experience in implementing and maintaining Time & Attendance systems and/or Access Control Systems

MAIN OR KEY ACCOUNTABILITIES:

- Demonstrate behavior that is consistent with the company Safety Vision and Values
- Provide technical expertise to ensure the time and attendance system is up and running and readers are working properly in all clocking points.
- Regularly inspect and closely monitor time and attendance clocking points/readers to identify issues and resolve or escalate as required.
- Ensure effective utilization of time and attendance system across the mine site by reporting any anomalies to respective line managers.
- Implement changes of employees' workstations into the system to ensure employees are assigned to correct time recording group/schedules.
- Timely resolve time recording issues as reported by employees and / or line managers.
- Extract reports from the system and work on deviations to ensure the correct hours are recorded.
- Enroll new employees into the system and assign correct shift start and end times (punch in and punch out)

- Work closely with time clerks to ensure only correct hours are produced for payroll purposes.
- Investigate, troubleshoot & resolve, or escalate technical issues related to time and attendance system.
- Administer the Time & Attendance server in collaboration with site Digital Technology/ICT team.
- Work with Digital Technology/ICT team to perform network setup and cabling to new clocking stations and maintenance of all others.
- Work on user access management (creation, review, modification) on time & attendance system.
- Conduct Overtime reconciliation by comparing Time & Attendance clocking, employee working schedules (WSR) and submitted overtime forms.
- Train time clerks and end users on time & attendance system

ADDITIONAL REQUIREMENTS

- Use of Microsoft office Tools
- A Valid Tanzania Driver's License

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 "**Technician 3 – Time & Attendance System.**"

Application Link: <https://careers.anglogoldashanti.com/job-invite/25172/>

- 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 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 or use the internet at www.tip-offs.com

VACANCY



RE – ADVERTISED.

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:	Superintendent - 2 Social & 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 "**Superintendent - 2 Social & Economic Development.**"

Application Link: <https://careers.anglogoldashanti.com/job-invite/25145/>

- 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 **25th 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](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

JOB VACANCY

Position:	Geotechnician
Contract type & Duration:	Unspecified Time Contract
Reporting to:	Senior Exploration Supervisor
Number of Positions:	One (01)
Location:	Dodoma

PURPOSE OF THE ROLE:

It is a full-time, permanent role with roster-based travel to the company's exploration projects across Tanzania. The role holder supports the Geotechnical Engineer in providing a comprehensive support service for field exploration programs, addressing logistical and service-related issues through their gained experience. Focuses time and energy on tasks with a targeted completion time of 1 day up to 3 months.

QUALIFICATIONS:

- A minimum of 3 years relevant experience.
- Certificate or Diploma in Exploration and Mining Geology or related field.
- Medically fit to work in remote locations with limited medical facilities.
- Must have a valid Tanzanian driving license.
- Must have the ability to drive manual transmission Light vehicles.
- **Geita Greenfields Mineral Exploration Limited is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- Minimum of 3 years of relevant exploration experience in the mining industry. Greenfields exploration experience will be an added advantage.
- Technical know-how in Drill core processing, AC and RC pick-up.
- Working knowledge on Site rehabilitation.

ROLE ACCOUNTABILITIES AND OUTPUT:

1. Safety

- Demonstrate and encourage a proactive safety culture within the team and the organisation.
- Ensure rapid and effective communication of any significant incidents to your manager.
- Implement and enforce Greenfields' protocols and procedures to safely manage all operations.
- Monitor and recommend improvements to enhance the effectiveness of the safety management system and requisite behaviours and practices.
- Identify safety risks and resolve emerging issues, escalating issues and safety risks that impact other areas.
- Ensure appropriate resources are applied to achieve safety objectives.
- Model behaviour consistent with the AGA Safety Vision, Values and Procedures.



- Ensure relevant Standard Operating Procedures (SOPs) are followed when undertaking routine work and Take5s are completed before undertaking non-routine activities.
- Participate in Job Hazard Analysis (JHAs) when requested.

2. Leadership and Communication

- Monitor performance of self and peers to ensure activities comply with vision, values, standards, and procedures. Report any issues identified.
- Support the Geotechnical Engineer to ensure efficient and prompt communication of any changes, issues, or other areas of interest relevant to reporting or support groups.
- Recognise the stakeholders (internal and external) who are impacted by their work.
- Seek advice regarding engagement with stakeholders.
- Foster a positive team environment.

3. Planning

- Look for ways to optimise processes and procedures.
- To provide on-ground support to the exploration team through:
 - Preparation for field sampling and drill programs.
 - Collection and submission of samples.
 - Minimise wastage.
- Ensure all exploration activities/tasks are conducted according to the requirements of the relevant work programme or as requested by the appropriate manager.
- Actively participate in daily pre-start meetings and perform Take 5's before undertaking new or changed tasks.
- Fill requirements to support drilling operations.
- Consider safety, environment and cultural heritage while undertaking duties.
- Ensure that the work program is understood before starting work.
- Ensure that the necessary skills, knowledge, and training to complete allocated tasks have been acquired.
- Ensure safe and adequate field facilities and supplies.
- Monitor stock of all exploration programmes, including water, fuel, food supplies and other consumables when required.
- Conduct or participate in emergency response drills and training.

4. Behaviours

- Committing your best endeavours and full capability to the work assigned to you by your manager.
- Advising your manager if you do not understand the work that they have 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.
- Demonstrating work behaviours consistent with the company Values and work within prescribed boundaries, including required behaviours, company policies, standards, procedures, and legislative requirements.
- Disclosing timely information to the manager when accountability cannot be met within limits or can be met with less time or resources than planned. Comply with all applicable AGA policies and procedures.
- At all times, act in accordance with AGA's Values.



ADDITIONAL REQUIREMENTS:

- Good awareness and ability to manage workplace safety, health, and environmental requirements.
- Good degree of organisational and administrative 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 “**Geotechnician**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/25146/>

- 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 **24th September 2024 at 5:30 PM**
- Only shortlisted candidates will be contacted for interviews.

BEWARE OF CONMEN! Geita Greenfields Mineral Exploration Limited 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 whistleblowing 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. 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:	Geological Assistant 1
Contract type & Duration:	Unspecified Time Contract
Department:	Geology
Reporting to:	Technician 2 - Underground Geology
Number of Positions:	Four (4)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

To conduct, facilitate and participate in Grade control activities including surface and underground sampling related activities, ore trucks tallying and other geological support activities as per GGM standard operating procedures.

QUALIFICATIONS:

- Completion of Secondary School Education Examination (CSEE).

EXPERIENCE:

- At least one year in mining industry/mining geology environment experience

MAIN OR KEY ACCOUNTABILITIES:

- Must be safety conscious to ensure all geology works are undertaken in a safe, healthy, and environmentally friendly manner (work procedures, PPE & consumables availability, Pre-start toolbox talks, etc.) as per standard and procedures.
- Ensure and implement all grade control sampling procedures for both underground and core shed.
- Reconcile drill core recoveries with the driller and participate on Core line marking, meter marking, and perform core sampling while ensuring the QA&QC procedures are followed.
- Control and oversee ROMPAD grab sampling and adhere to best sampling practices to avoid biasness of the samples.
- Conduct tallying of trucks carrying ore material from satellite rompads to the main rompad.
- Conduct grabs sampling at ROMPAD for grade control checks and ensure all the samples are correctly labelled and bagged as per standard procedures before sending to the lab.
- Prepare sample bags and accurately complete the samples submission forms with sample numbers and QAQC inserted materials in a correct order.
- Prepare Grade Control or ROMPAD end of shift summary report and handover to the incoming shift.
- Attend all pre shift safety and production meetings and discussions.
- Maintain Good housekeeping at the ROMPAD and Core shed at all the time.

- Make sure Status of material coming from underground to the ROMPAD are well known to ensure separation of Ore material with different stockpile grade categories are known, perform truck sampling, direct truck operators and truck count task as per procedure.
- Prepare and make sure all underground ROMPAD sample sheets and dispatch sheets are well filed and accessible for future reference.

ADDITIONAL REQUIREMENTS:

- Must be physically fit to work in underground mining environment.
- Good in communication skills and
- possession of Valid driving license as added advantage.

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 “**Geological Assistant 1.**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/25028/>

- 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 **23rd 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 or use the internet at www.tip-offs.com