



JOB TITLE: Senior Investigation and Industrial Relations Officer

JOB DESCRIPTION

Position Description

The **Barrick Africa Middle East Team** is seeking to recruit a **Senior Investigation and Industrial Relations Officer** to join and grow our team.

Join our exceptional team and embody Barrick's core values as you work with us. We are in search of individuals who can champion Barrick's DNA by:

- Communicating **Honestly, Transparently, and Acting with Integrity.**
- Exhibiting a **Results-Driven** approach.
- Delivering solutions that are **Fit for Purpose.**
- Dedicating themselves to **Building a Sustainable Legacy.**
- Taking **Responsibility and being Accountable.**
- Committing to **Zero Harm.**
- Cultivating strong and meaningful **Partnerships.**

If you're ready to contribute to our **world-class team** while embracing these values, we encourage you to apply and become a valued member of our diverse workforce.

Responsibilities

- Ensure a healthy and safe working environment for all employees.
- Ensure safe work practices, i.e. attending compulsory safety courses and meetings, use of required PPE, incident/accident reporting and ensuring total adherence to all Safety, Occupational Health, and Environmental Policies, as well as other relevant policies, procedures, and guidelines.
- Foster a safe and productive work environment through visible and felt leadership, with hands on technical and management practices.

- Conduct investigations on behalf of Barrick North Mara into matters committed against the Company or its employees.
- Conduct investigations into offences committed by Company employees and make recommendations to Management based on the outcome of these investigations.
- Carry out end-to-end investigations by ensuring that all prescribed investigative / operating methodologies for the various types of investigations are adhered to and by conducting proper planning on high-level investigations.
- Compile investigation reports as per the prescribed operating methodology, containing the findings of investigations.
- Conduct security screening to all onboarding candidates/new employees including contractors.
- Ensure that each investigation has an accurate, value- adding conclusion for the type of investigation conducted.
- Assist line management / HR with relevant findings / documentation for use in disciplinary processes.
- Review collected local intelligence data.
- Conduct operations as directed by the Superintendent - Industrial Relations/HR Manager and the Asset Protection Manager.
- Assist other members of the Department in general security duties as directed.
- Review Policies and Procedures with respect to security and advise Management on methods to minimize security risk.
- Regularly test documented security procedures for employee compliance.
- Monitor and report on breaches of safety.
- Represent the Barrick in any criminal / civil court proceedings where the company is summoned to enter appearance.
- Abide to all voluntary principles of international human rights standards through daily conduct.
- Follow all Tanzanian laws pertaining to performance of duty.
- Maintain case files and central investigations database to operational standards.
- Other duties as directed by the Superintendent – Industrial Relations or HR Manager.

Qualification requirements

- Bachelor's degree in social science, Law, Criminology, or related disciplines.
- Must demonstrate good oral / written communication skills in English.
- Computer literacy is essential- Excel, Word, Power Point, Outlook.
- Team Player and result oriented.
- A valid Tanzanian driving license
- Mines Health & Safety Act Awareness.

Experience and competencies needed.

- Previous experience professional experience with investigatory procedures and practice.
- Minimum of 04 years' experience in the Mining Industry.
- Performing tasks under minimal supervision and monitoring.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Demonstrate high working ethics and always conduct.
- Committed and engaged employees who are enthusiastic and passionate about Barrick and carry the company DNA.

What We Can Offer You

- A comprehensive compensation package including bonuses and site-specific benefits.
- The ability to make a difference and lasting impact.
- Work in a dynamic, collaborative, progressive, and high-performing team.
- Opportunities to grow and learn with the industry colleagues are endless.
- Access to a variety of career opportunities across the organization.

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