

# 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>Superintendent 1 - Warehousing &amp; Logistics.</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Finance and Supply Chain</b>
Reporting to:	<b>Manager – Supply Chain.</b>
Number of Positions:	<b>One (1)</b>

**GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## PURPOSE OF THE ROLE:

In charge of all Warehouses and Logistics activities conducted at Geita Gold Mining Limited, by overseeing team performance, including movement, distribution, and safe receipt of supplies and materials and meet quality and safety standards. Planning and maintaining safe and efficient Warehouse operations, including the safe storage of materials, movement of materials to and from the warehousing areas, stock taking, and audits. Effectively managing the Warehouse staff and resources, improving current methods and processes where possible, to reduce costs as well as meet established performance targets, customer requirements, and regulatory guidelines. Building a Culture of Safety to the team and awareness to the Environmental issues.

## QUALIFICATIONS:

- Bachelor's degree or Advanced Diploma in Materials Management/Bachelor of Science in Procurement and Supply Chain Management or Its Equivalent
- Registered with a statutory Materials Management Board - the PSPTB
- Tertiary qualifications in Warehousing and Logistics are added advantage.

## EXPERIENCE:

- Minimum of 5 years working experience in Warehousing and Logistics in the Mining industry or large-scale industries
- Experience with the Enterprise Resource Planning (ERP) System, preferably SAP system.
- Experience in Microsoft Office suite (Excel, Word, PowerPoint) is required

## MAIN OR KEY ACCOUNTABILITIES:

- Warehousing process including expediting, receipt, safekeeping, auditing, and issue as well as managing Senior Supervisors to deliver results effectively.
- Take accountability for the Mine Warehouses and Logistics operational requirements, including monitoring shipping activities and monitoring customer (end user) services provided from all Warehouses

- Monitoring Performance standards for Warehouse and Logistics activities and staff that deliver outcomes, based on a set of KPI's
- Coaching, leading, and developing both Warehouse individual staff and team knowledge, understanding and capabilities.
- Establish key performance indicators, individually and for the Warehouse, monitoring ongoing performance and improve performance against set goals.
- Maintenance of good housekeeping practices that forestall avoidable accidents, and other occupational hazards, while ensuring stock items are kept under ideal conditions that promote the attainment of their rightful shelf life.
- Introduce Safety and Environmental training programmes for employees and proactively manage safe issues to staff and goods
- Overseeing expeditious offloading of in-bound goods to prevent unnecessary payment of demurrage charges by Geita Gold Mine
- Overseeing cargo clearance activities to make sure are compliant to customs regulations and procedures and import and export clearance is done timely
- Overseeing fully management of relationship between GGM and other bodies like Government bodies, DSV and PFT to easy logistics and goods clearance processes are maintained
- Overseeing a timely delivery to site of Local Supplies and its Operations, International shipments arrived and sitting at Freight Forwarder's premises in Dar-es Salaam yard and Mwanza yard; making sure the consignments and shipments are delivered to site safely without causing any harm to the community while on transit.
- Overseeing timely shipping of consignments from suppliers/Freight Agent to site on time and safely without causing any harm to the community while on transit.
- Overseeing all safety rules are followed fully by the freight forwarders and proactive management of the logistics transport route/s to ensure cost effective and timely receipt of material.
- Overseeing Timely & accurate lodging of insurance claims
- Take accountability for the Mine Logistics operational requirements, including monitoring shipping activities
- Playing a critical role in setting the context related to safety and environmental in Warehouse and Logistics area, by occasionally attending Safety Toolbox Talks, reviewing job safety analysis documentation
- Identifying any potential workplace hazards, address any unsafe acts and conditions, and test emergency response capacity within my area of responsibility.
- Carefully documenting safety and environmental incident reports, communicating lessons learned, and contributing to the development of standard operating procedures (SOPs) in your area of operations
- Being familiar with all current safety and environmental procedures for my area and the whole mine, as well as mandatory government regulations.
- Monitoring fully Management of relationship between GGML and other bodies like Government bodies (TRA, TBS, GCLA, TMDA and International and Local freight forwarders, like DSV, ULL, FFK and PFT to easy logistics and goods clearance processes.
- Monitoring, and critically expediting all materials/items reading zero in stock at site but same sitting in GIT (Goods in Transit).
- Plan Warehouse and Logistics people, process and system resources to manage the action plans and to meet KPI targets
- Provide support in solving day-to-day operational issues and reach short- and long-term performance goals
- Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints.
- Strong business and management skills and experience in a warehouse and logistics operations environment, with a high degree of emphasis on customer service.

## **ADDITIONAL REQUIREMENTS**

- Demonstrated ability to communicate ideas effectively, both orally and in writing.
- Dynamic knowledge and understanding of Supply Chain, Warehousing systems, Logistics and expediting.
- Strong Leadership Skills is required.
- Good communication 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 your academic 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 1 - Warehousing & Logistics.**”

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/26237/>

- 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 **06<sup>th</sup> March 2025 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](mailto:speakupAGA@ethics-line.com) or use the internet at [www.tip-offs.com](http://www.tip-offs.com)

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## 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>Supervisor – Welding</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Engineering</b>
Reporting to:	<b>Senior Supervisor - Welding</b>
Number of Positions:	<b>One(01)</b>

**GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

## PURPOSE OF THE ROLE:

To perform and complete all task assignment safety, using correct method and safety precautions to the required quality standard, completing task on time effectively using the resources, given for each task. Execute all planned and unplanned tasks and release the equipment safely to the mining operation team.

## QUALIFICATIONS:

- VETA Trade Test Certificate Grade one/ Level three in welding or its equivalent.
- Must possess Valid Tanzanian Driving license.

## EXPERIENCE:

- A Minimum of 2 years working experience in supervisory role.

## MAIN OR KEY ACCOUNTABILITIES:

- Support workforce to work safely by identifying and managing workplace hazards associated with the work being performed.
- Provide expert advice to maintenance and trades personnel engaged in the maintenance of the mining fleets and welding activities as directed by the Senior Supervisor.
- Develop scope of work for major works associated with the welding works.
- To ensure work is performed to the acceptable safety quality standards and that best fitment and welding practices are adhered and imparted to the work force.
- To monitor maintenance skill levels providing necessary on the job training whenever necessary
- To maintain a register of training for maintainers and ensure the workforce can work without supervision.
- To continually check all work in progress by monitoring quality. ensure works is performed to the acceptable safety quality.

**ADDITIONAL REQUIREMENTS:**

- Computer skills.
- Should be a good team player.
- Excellent communication skills.
- Should be able to develop effective working relationship across all levels of organisation.
- Positive attitude towards safety and environment compliance.
- Should be ready to work under pressure with tight deadlines and minimal supervision.

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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 "**Supervisor – Welding.**"

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/26247/>

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**APPLICATION DEADLINE:**

- Applications should reach the above on or before **05<sup>th</sup> March 2025 at 5:30 PM.**
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## INTERNAL – GGML EMPLOYEES ONLY.

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Position:	<b>Clerk 1 - Warehouse</b>
Contract type & Duration:	<b>Unspecified Time Contract.</b>
Department:	<b>Finance &amp; Supply Chain</b>
Reporting to:	<b>Senior supervisor warehouse</b>
Number of Positions:	<b>One (1)</b>

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### 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.

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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 “**Clerk 1 - Warehouse.**”

#### **Application Link:**

<https://career5.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=26238&company=AGAprd&st=5AC15C990ACAF8F7F2FA5945175091C83F469531>

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#### **APPLICATION DEADLINE:**

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Position:	<b>Tradesperson 1 – Mechanic</b>
Contract type & Duration:	<b>Unspecified Time Contract</b>
Department:	<b>Engineering</b>
Reporting to:	<b>Senior Supervisor – HME Field Services</b>
Number of Positions:	<b>One (1)</b>

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## PURPOSE OF THE ROLE:

To do mining equipment maintenance i.e., Preventive Maintenance, Corrective Maintenance and Breakdown work. Should do as much as possible to have much of planned task and minimize break down work which is very possible by doing proper and effective inspection during daily routine inspection as scheduled and recording defects for planning maintenance and ad hoc work purpose which will lead to have right schedule time for the tasks during planning meeting.

## QUALIFICATIONS:

- Certificate of Secondary School Education with VETA Trade Test Certificate Grade One or Level Three in Motor vehicle mechanics.
- Diploma/Full Technician Certificate in Mechanical or Automotive Engineering.

## EXPERIENCE:

- A minimum of 2 years working experience in the maintenance of Heavy mining equipment as a Mechanic on Caterpillar machine such as Dump truck 777D, 777E, 785C, 16M, Dozer D10T, Loader 992k, Excavator RH40, RH170, and other Underground equipment's such as wheel loaders, Trucks, Cubex, Agitator, Normet, Spraymec Nomet and Bell trucks.

## MAIN OR KEY ACCOUNTABILITIES:

- Doing effective Mechanical inspection on the equipment during Preventive and routine daily inspection as per work package.
- Self-driving on attending equipment break downs at the field.
- Do his best to make sure that break down are minimized and do much of planned works.
- Maintain safety standards and be brother's keeper in the team.
- Works by following ethics and compliances requirements as per "Anglo Gold Ashanti".
- Maintain good housekeeping all the time.
- Doing proper inspections and maintenance.
- Execute all assign task in a timely manner.



- Demonstrate Work behaviours consistent with the company values and work within prescribed boundaries, including required behaviours, company policies, standards, procedures, and legislation requirements.
- Meet work delivery deadlines to minimize the demand for purpose without exceeding required by date for work completion.
- Engage with the work execution team to contribute to planning details from those expected to do the work.

#### **ADDITIONAL REQUIREMENTS:**

- Skilled on the Mechanical related jobs.
- Competent on HME equipment's.
- Understands HME system of operation works.
- Understands safety mechanical & electrical device installed to the machine for keeping equipment health.

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