

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 South Africa, with operations in more than ten countries, in four continents. The mine is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 85 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its head office in Geita, only 5 Km's west of the fast-growing town of Geita, and also 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:	Clerk 1 - Warehouse
Contract type & Duration:	Unspecified time contract
Department:	Finance & Supply Chain
Reporting to:	Senior Supervisor - Warehouse.
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

Responsible for controlling daily receiving of the company's stocks, unloading deliveries, receiving, stocks verification, transfer, storage, record keeping, and issuing. Proper arrangement on transferring materials and forwarding the same to satellite Warehouses, handling documents, record keeping and maintaining stock accuracy as directed by the immediate Supervisor. Responsible for daily Safety activities and housekeeping activities as directed. Additionally, familiar with Warehouse equipment use (driving, organizing service and cleanliness). Maintaining equipment (forklift) to ensure it operates safely and effectively.

QUALIFICATIONS:

- A Minimum of Certificate of Secondary Education Examination (CSEE)
- Any recognized Materials Management Certificates
- Experience in Microsoft Office suite (Excel, Word, PowerPoint) is required
- Must possess valid Tanzanian Driving license.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- At least 2- 3 years' experience on Large Scale Warehouse activities.
- Self – motivated and can work under minimum supervision.
- Experience on driving Forklift

MAIN OR KEY ACCOUNTABILITIES:

- Conversant with forklift machine operations
- 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:

- Tanzanian class “D” Driving License, this is an added advantage.
- 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.
- Computer Skills – (Excel and word 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 “**Clerk 1 – Warehouse**”

Application Link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=21236&company=AGAp rod>

- 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).
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- 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 **26th May 2023** at 5:30 Pm
- Only shortlisted candidates will be contacted for interviews.

NOTE ON COVID-19 PREVENTION:

- Please note when you are invited for interviews, you will be required to present proof of vaccination against COVID-19 (Covid-19 vaccination certificate) or if you are not vaccinated, please go for a Covid-19 test and obtain a 96 - hour valid PCR Covid-19 negative certificate.
- You are also advised to adhere to all recommended prevention measures including proper wearing of face masks and washing or sanitizing your hands before you are allowed through Geita Gold Mine entry points

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

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Position:	Technician 1- Condition Monitoring
Contract type & Duration:	Unspecified time contract
Department:	Engineering
Reporting to:	Engineer 2 - Reliability.
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To Assist underground equipment Reliability Engineer to deliver targets set through condition monitoring activities. Dedicate all the effort in ensuring that the Mobile and fixed equipment are reliable by providing an onsite day to day monitoring on key components for maintenance strategic decision making. The Ultimate output of this role is to monitor mobile and fixed equipment onsite by providing and implementing equipment reliability strategy through condition monitoring programs, you will be reporting directly to Reliability Engineer.

QUALIFICATIONS:

- Technical school graduate or equivalent.
- Diploma in Mechanical/Automobile engineering or above is added advantage.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- A Minimum of 1 year experience in mining industry preferably Asset Reliability monitoring with key focus on both Fixed and Heavy Mobile Plant.
- Knowledge in reliability engineering courses vibration analysis, infrared thermograph etc.

MAIN OR KEY ACCOUNTABILITIES:

- Set up a mechanical/Electrical- predictive maintenance program including vibration analysis, infrared Thermograph, precision alignment and Ultrasound Testing, Dye Penetrant Testing Inspection, Magnetic Particle Inspection, interpreting oil results due analysis.
- Determine the appropriate test procedure(s) for various pieces of equipment.
- Enter equipment nameplate and bearing information into system.
- Monitors equipment used in Mining industry both Fixed and mobile equipment.
- Ability to use various Monitoring equipment including computerized vibration data collector thermography camera, sound analyzer, ultrasonic thickness gauge etc.
- Ability to perform inspection of components using MPI, LPI and Ultrasonic Flaw detection.
- Assists in balancing and alignment.
- Monitors and collects oil and grease samples.
- Assists in preparing action notes and reports.
- Be able to follow monitoring checklists and workorders.

- Be able to identify problems in lube systems, leaks, change in lube colour etc.
- Demonstrate work behaviors consistent with the AGA company values.
- Complete all weekly condition monitoring Plan.
- Report any tool malfunction, damage, or reallocation.
- Ensure all tools are calibrated.
- Keep the tools in safe place and always clean.
- Keep all the tools are updated with any technology consequences.
- Protect and register all tools.

ADDITIONAL REQUIREMENTS:

- Written and verbal communication skill.
- Able to interact with a team.
- Ability to maintain composure under stressful situations and conflicting priorities.

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Application Link:

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Re - Advertised

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Position:	Surveyor 2 - Quantity
Contract type & Duration:	Specified time contract - (2 years)
Department:	Engineering
Reporting to:	Superintendent 2 - Civil Works
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

The core aim of this role is to check and prepare a 'schedule of quantities' — estimates of the material and labour costs — that contractors' tenders can be measured against for in corporate and social responsibility projects, capital projects, mine site projects and ensuring on time ordering, delivery, accruals, monitoring and auditing of capital & community projects, keep records of playlists for Forced Accounts, Consultants and contractors invoices. The role also requires doing valuation works for interim and final payments, prepare activity schedule, measurement works on the bill of quantities, program of works, preparation of work and methods of works.

QUALIFICATIONS:

- BSc. in Construction Management, Building Economics qualification.
- Professional Registered by the Board of Architects and Quantity Surveyor of Tanzania (AQRB)
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- 5 years working experience as Quantity Surveyor / Construction Manager in Construction Industry particular mining industry, government projects, CSR projects or PPP projects.

MAIN OR KEY ACCOUNTABILITIES:

- Adhere to Health, Safety & Security Policies of AngloGold Ashanti
- Managing the finances for any kind of construction project
- Working to keep the project on time and within budget
- Making sure that construction costs and production are managed as efficiently as possible
- Resolving disputes between contracting parties
- Conduct cost impact analysis, value engineering and help the design team stay within the project budget using practical solutions
- Evaluation of tenders for all Community Investment projects operational projects and capital projects
- Valuation and prepare a statement of final account, which records the actual costs for all sections of the project.

- Administration of the MMRS database, data entries to the database, reconciliation of projects data, capturing and releasing day works certificates.
- Manage and control spending of annual budget of approximated USD 6,015,000 pa
- Represent the Company to the inter-governmental related meetings concerning implementation of CSR projects

ADDITIONAL REQUIREMENTS:

- A Project Management Qualification will be an added advantage.
- Valid Tanzania Driver's License
- Computer competences (High level of computer skills especially MS Projects, MS Words, MS Excel, Auto CAD, Archi CAD, Ripac Software, Visual Basic, MS Power Point, ArchiCAD, Prokon, CMMS- Computerised Maintenance Management Systems, UQTO, Primavera Or related estimating software's
- Project Management Skills
- Procurement and Contract Administration Skills
- Business Acumen
- Good Communication Skills and Stakeholder Engagement
- Customer Orientation
- Problem solving skills
- Teamwork and Cooperation
- Conflict management skills
- Communication Skills
- Outstanding Work Ethics

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Application Link:

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