

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:	Officer 3 - Inventory
Contract type & Duration:	Unspecified Time Contract
Department:	Finance & Supply Chain
Reporting to:	Senior Supervisor - Inventory
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To provide commercial assistance in respect of inventory control and cataloguing of standard stock item.

QUALIFICATIONS:

- Bachelor's degree or Advance Diploma in Procurement and Supply Chain Management/ Materials or Equivalent.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply**

EXPERIENCE:

- At least 3 years of work experience in Supply Chain Operations preferably in Mining Industry, one of which should be in Inventory Control and Cataloguing.
- Experience in Mining will be an added advantage.
- Experience with enterprise Resource Planning (ERP) system, preferably SAP system will be an added advantage.

MAIN OR KEY ACCOUNTABILITIES:

- Read, understand and apply all current/ active inventory policies & procedure (eg Inventory management with SAP policy, Cycle counting policy & procedure.
- Ensure all items are appropriately classified in the catalogue (Standard stock, OAR, Critical to safety, production, Strategic spares insurance spare etc.
- Assist in ANSIs processing i.e., ANSI forms processing, circulating, tracking and feedback end users once ANSI processed in SAP
- Continuous master catalogue clean – up (eg updating stock status based on actual status changes.
- Adjust Min/Max levels on a continuous basis based on consumption and lead time variation by drawing appropriate reports from SAP.
- Assist in identification of all items with fixed min max levels and update "fixed Min Max control sheet accordingly.
- On quarterly basis compile actual lead time and share with SAP system after review and endorsement by management.
- Run MPR, compile and obtain sign off by delegates of authority prior to issuing resulting purchase requisitions to buyers for action.

- Determine correct economic re – order quantity (EOQ) to realize optimal stock (enough stock for end users at lower possible cost.
- Support cycle stock count and annual stock taking processing on SAP system (PID) booking, cycle count sheets printing, reconciliation, and system adjustment) with respect to monthly / annual plan.
- Do spot check as per monthly/ annual plan.
- Assist end users on all inventory matters as and when requests are made.
- Assist in identification of recurring direct purchase requisitions to identify potentials for standard stock cataloguing.
- Identify duplicate items in the catalogue, merge them in SAP system as per underlying procedures followed by communicating the list to warehouse persons as to ensure respective items are merged and/ or obsolescence.
- Any other ad hoc work arising during inventory business, that is however within the capability of the officer.

ADDITIONAL REQUIREMENTS:

- Should possess strong interpersonal skills.
- Should be very analytical.
- Should be able to develop effective working relationships across all levels of Organization.
- Sound knowledge in healthy, safety & environment compliance.
- Ability to demonstrate knowledge in excel analytical functions including **pivot table & vlookup**.

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 “**Officer 3 - Inventory**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/22212/>

- 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 **31st October 2023 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

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Position:	Technician 2 - UG Geotech
Contract type & Duration:	Unspecified time contract
Department:	Technical Services
Reporting to:	Superintendent 2 – UG Geotech
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To undertake underground field support work for geotechnical engineers, ensuring that field data collection and implementation of geotechnical risk mitigation measures meets the required quality and accuracy for the assigned underground mine(s).

QUALIFICATIONS:

- Form 4 certificate, Certificate in Mineral Deposits, or FTC or diploma in a geology related field from Mineral Resources Technology, Madini Institute, or any other recognized tertiary institute.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- 3-5 years of geotechnical or engineering geology experience in underground environments.
- The incumbent must have competent working knowledge of geotechnical data gathering, underground excavation monitoring, risk mitigation, and field data quality assurance techniques and must be able to perform assigned tasks without supervision.

MAIN OR KEY ACCOUNTABILITIES:

Underground Geotechnical Logging;

- To undertake timely collection of geotechnical logging data using approved logging methods (e.g. fracture frequency per meter mapping, rock mass characterization, strength testing sampling, major structures) from identified diamond drilled holes.
- Undertake data validation on all geotechnical logging data prior to entering the data into the database.

Underground Geotechnical Field Mapping;

- To undertake timely collection of geotechnical mapping data using approved logging methods (e.g. domain mapping, window mapping, major structures mapping) to ensure adequate coverage of critical underground excavations for the assigned underground mine(s).

Installation and Maintenance of Underground Monitoring Equipment;

- To undertake installation of ground stability monitoring instruments (MPBX, extensometers) using the approved work methods.
- To undertake routine maintenance of monitoring instrumentations to ensure uninterrupted availability of monitoring systems.

Geotechnical Assessment of Ground Conditions for Underground Slopes;

- To undertake routine underground inspections (development headings, stopes, backfill, truck tip, post blast) to ensure potential signs of ground instability are identified in time to protect personnel and equipment.

Underground Excavation Monitoring;

- To undertake routine pull testing of split sets and resin bolts to ensure ground support installation complies with the ground support standards.
- To undertake cable bolt inspection to ensure installation complies to ground support standards.

Safety;

- Learn and follow the Safety requirements related to your work.
- Assess the risks before starting a task.
- Speak up if you think a task cannot be done safely.
- Identify new hazards in the workplace and report them to your supervisor.
- Talk to your supervisor when you are not fit for work.
- Promptly report all injuries, illnesses and incidents.
- Help others to work safely.

ADDITIONAL REQUIREMENTS:

- Good understanding and application of geotechnical Logging techniques of Diamond Drill Core.
- Good understanding and application of geotechnical Mapping techniques for underground excavations.
- Good understanding and application of installation and Maintenance of Ground Stability Monitoring Equipment.
- Good understanding and application of geotechnical Assessment of Ground conditions for underground excavations.
- Basic knowledge and application Quality control techniques for underground excavations to ensure compliance to excavation design parameters.
- Basic knowledge of hydrogeological investigations and dewatering technique.
- Basic knowledge of underground production drilling and blasting techniques.
- Basic knowledge of Investigation techniques for Failures, Incidents and Accidents.
- Excellent communication skills.
- Timely decision-making.
- Field Observational skills.
- Time and Priority Management.
- Attention to Details.
- Teamwork and Cooperation.
- Working with minimum supervision.

MODE OF APPLICATION:

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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 “**Technician 2 - UG Geotech**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/22297/>

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- 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 **03rd November 2023** at 5:30 Pm
- Only shortlisted candidates will be contacted for interviews.

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Position:	Technician 1 - UG Geotech
Contract type & Duration:	Unspecified time contract
Department:	Technical Services
Reporting to:	Superintendent 2 – UG Geotech
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To provide assistance in undertaking underground field support work for geotechnical engineers, ensuring that field data collection and implementation of geotechnical risk mitigation measures meets the required quality and accuracy for the assigned underground mine(s).

QUALIFICATIONS:

- Form 4 certificate, Certificate in Mineral Deposits, or FTC or diploma in a geology related field from Mineral Resources Technology, Madini Institute, or any other recognized tertiary institute.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- 1-3 years of geotechnical or engineering geology experience in underground environments.
- The incumbent must have competent working knowledge of geotechnical data gathering, underground excavation monitoring, risk mitigation, and field data quality assurance techniques and must be able to perform assigned tasks without supervision.

MAIN OR KEY ACCOUNTABILITIES:

Underground Geotechnical Logging;

- To assist in undertaking timely collection of geotechnical logging data using approved logging methods (e.g. fracture frequency per meter mapping, rock mass characterization, strength testing sampling, major structures) from identified diamond drilled holes.
- To assist in undertaking data validation on all geotechnical logging data prior to entering the data into the database.

Underground Geotechnical Field Mapping;

- To assist in undertaking timely collection of geotechnical mapping data using approved logging methods (e.g. domain mapping, window mapping, major structures mapping) to ensure adequate coverage of critical underground excavations for the assigned underground mine(s);

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- To assist in undertaking installation of ground stability monitoring instruments (MPBX, extensometers) using the approved work methods.
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- Talk to your supervisor when you are not fit for work.
- Promptly report all injuries, illnesses and incidents.
- Help others to work safely.

ADDITIONAL REQUIREMENTS:

- Basic knowledge and application of Geotechnical Logging techniques of Diamond Drill Core.
- Basic knowledge and application of Geotechnical mapping techniques for underground excavations.
- Basic knowledge and application of Installation and Maintenance of Ground Stability Monitoring Equipment.
- Basic knowledge and application of Geotechnical assessment of Ground Conditions for underground excavations.
- Excellent communication skills.
- Timely decision-making.
- Field Observational skills.
- Time and Priority Management.
- Attention to Details.
- Teamwork and Cooperation.
- Working with minimum supervision.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/22294/>

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APPLICATION DEADLINE:

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Position:	Tradesperson 1 – Auto Electrician
Contract type & Duration:	Unspecified Time Contract
Department:	Engineering
Reporting to:	Senior Supervisor – Field Service Electrical
Number of Positions:	One (1)

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. Maintain safety standard throughout before, during and after completion of the task executions.

QUALIFICATIONS:

- VETA Grade One or Three certificate in Auto electrical.
- FTC/ Diploma in Electrical or its Equivalent.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- A Minimum of 2 years working experience in Mining industry.
- Experience with different models of mining Caterpillar, O&K excavators, Bell trucks and Underground machines.

MAIN OR KEY ACCOUNTABILITIES:

- Doing effective Auto electrical inspection on the equipment during Preventive and routine daily inspection as per work package.
- Troubleshooting, testing and adjusting of equipment's within specified duration.
- 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 under minimal supervision.
- Self-motivated and self-disciplined.
- Avoid been conflicts creator within the team.
- Works by following ethics and compliances requirements as per "Anglo Gold Ashanti".
- Have honest communication within the team and to all cross functional department and GGM in general.
- Understand the company Value that "safety is our number 1 value".

- Maintain good housekeeping all the time.
- Repair equipment and completion of the report to his/her supervisor.
- Execute all assign task in a timely manner.
- Demonstrate Work behaviors consistent with the company values and work within prescribed boundaries, including required behaviors, 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 Auto electrical related jobs.
- Competent on HME equipment's.
- Valid Tanzania driving license.
- Understands HME system of operation works.
- Understands safety mechanical & electrical device installed to the machine for keeping equipment health.

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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 "**Tradesperson 1 – Auto Electrician**"

Application Link: <https://careers.anglogoldashanti.com/job-invite/22305/>

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APPLICATION DEADLINE:

- Applications should reach the above on or before **4th November 2023 at 5:30 PM**
- Only shortlisted candidates will be contacted for interviews.

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