**VACANCY**

People are the business...Our business is people!

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 North Western Tanzania, only about 85 km’s from Mwanza City and 20 km’s South East 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:

<table>
<thead>
<tr>
<th>Position:</th>
<th>Officer 3 – Procurement and Contracts.</th>
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</thead>
<tbody>
<tr>
<td>Contract Type &amp; Duration</td>
<td>Permanent Contract.</td>
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<tr>
<td>Job Number:</td>
<td>GGM-2020-XFC-05.</td>
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<tr>
<td>Number of Positions:</td>
<td>01.</td>
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<tr>
<td>Works For:</td>
<td>Senior Supervisor – Logistics.</td>
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**Qualifications:**
- Bachelor’s degree or Advanced Diploma in Purchasing / Supply Chain / Materials Management / Engineering or its Equivalent
- He / She must be Registered with PSPTB.

**Experience:**
- Minimum of 3 years working experience in Supply Chain specifically in Logistics function in the mining environment and or other large-scale Companies.
- Experience with the Enterprise Resource Planning (ERP) System, preferably SAP.
- Dynamic knowledge and understanding of Supply Chain, effective ability to recognize opportunities and suggest ideas, achieve cost savings and streamline current processes to increase internal productivity.
- Experience with the use of Microsoft tools.

**Purpose of the Role:**
The Officer 3 – Procurement and Contracts duties will be the following:
- Ensuring an effective and efficient clearing and forwarding of imported and exported goods.
- Receive shipment pre-alerts and initiate duty assessment requests with TASAC
- Information retrieved from the vendors performance system on:
  - Number of overdue
  - Number of late deliveries
  - Overall performance rating
- Expediting Suppliers on an on-going basis to keep track of Suppliers not confirming to the contractual lead times i.e. responsible for overdue deliveries.
- Make use of Vendors performance Data to assist in expediting
- Attend Vendor performance meeting when required
- Compile necessary reports for Suppliers / end users meeting
- Requests systems produced, report per Supplier where stock cover is in excess of one month.
- Management reporting on agreed key performance areas.

**Main or Key Accountabilities:**
- Expediting consignment delivery against outstanding purchase orders.
| **Follow up on exports from mine site with Logistics contractor and relevant authorities and Port Terminals.** |
| **Coordinate Resolution of issues related to documentation required in clearance process.** |
| **Work with inland Logistics contractor to ensure smooth loading and transporting goods to site.** |
| **Coordination of Clearance process with relevant authorities (TASAC, TPA, TICTS, ICD’s, TRA, TBS, TMDA, ETC.) Learn and execute the Safety practices required for the task.** |
| **Follow up on duty assessment from TASAC and submit duty payment requests to GGM Finance department for duty payment.** |
| **Management reporting on agreed key performance areas.** |
| **Follow up on the various permits from other regulatory authorities /9GCLA, TBS, TMDA, SUMATRA, ETC) required during importation and transportation of goods.** |

**Additional Requirements:**
- He / she must be physical fit.
- Good in Microsoft skills.
- Good communication skills.
- He / She must be a stronger negotiator.
- Be able to work under minimum supervision.
- Valid Tanzanian driving license will be an added advantage.

**Mode of Application:**
Application cover letter (Subject should be Officer 3 – Procurement and Contracts and/or quote the **job number**), detailed CV, copies of relevant certificates, e-mail and telephone contacts, names and addresses of three referees, to be forwarded to below address.

You will be required to bring **original certificates** if you are contacted for interviews.

**Contact Address:**
Senior Manager Human Resources, Geita Gold Mining Ltd, P.O. Box 532, Geita.
Email: jobs.geita@AngloGoldAshanti.com

**NB:** Internal applicants may submit applications to departmental Senior Officer Human Resources. All internal applications must be endorsed by the applicant’s head of department.

**Application Deadline:**
Application letters should reach the above on or before 11th September 2020 – 17hr30. 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 24chonesty@ethics-line.com or use the internet at www.tip-offs.com.