

A photograph of a mining tunnel. In the foreground, a worker in a grey uniform and white hard hat stands looking towards the right. In the background, several other workers in various colored uniforms and hard hats are gathered around a piece of yellow and black machinery. The tunnel walls are dark and rocky, and there are large pipes and cables visible. The lighting is dim, with some bright spots from work lights.

A STEP-BY-STEP GUIDE TO APPLY
ONLINE FOR JOBS ADVERTISED BY
GEITA GOLD MINING LTD

DECEMBER 2021



ANGLO**GOLD**ASHANTI

GEITA GOLD MINING LTD

REQUIRED DOCUMENTS

To save your internet time / bandwidth, please prepare the two (2) documents below before you log in to our *SuccessFactors* recruitment portal.

1. **Curriculum Vitae (CV)**: Your CV should be brief and to the point . If necessary, you may include in the same document not more than 3 relevant certificates. PDF format document is preferred.
2. **Application letter**: Be brief and to the point, 1 page only. PDF format is preferred.

NOTE:

- Please avoid attaching large files as may be difficult for GGML to download and process. Use as fewer pages as possible.
- Carefully follow the steps described in following slides to apply.

Step 1. To access SuccessFactors recruitment portal, click the link provided in the job advert. You may click the link or type the URL address on a website browser to access the application portal.

Application Link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=16880&company=AGAprd>

Step 2. This page will open showing full details of the job advert

The screenshot shows the top of a recruitment page. On the left is the AngloGold Ashanti logo. The main heading is 'Career Opportunities: Graduate Mining Engineer (16880)'. Below it, it says 'Requisition ID 16880 - Posted 12/01/2021 - Tanzania'. On the right, there is a 'POWERED BY SAP SuccessFactors' logo, a 'Sign In' button, and a language dropdown menu set to 'English US (English US)'. Below these are buttons for 'Apply', 'Save Job', 'Email Job to Friend', and 'Return to List'. A 'Job Description Print Preview' link is also visible. The main content area is titled 'ABOUT GEITA GOLD MINING LTD' and contains a paragraph of text about the company and the specific role. Below the text is a table with job details.

Position:	Graduate Mining Engineer
Contract type & Duration:	Unspecified time
Department:	Mining Technical Services
Reporting to:	Superintendent – OP Mine Planning
Number of Positions:	One (1)

Step 3. Click the 'APPLY' button

Apply Save Job Email Job to Friend Return to List

Step 4. This page will open requesting you to *Sign In*. If it is the first time you are applying for a job through our portal, click on '**Create an account**'

Already have an account?

Enter your email address and password (both are case-sensitive).

Email Address:*

Password:*

[Forgot your password?](#)

If you already have an account on our portal, enter email address and password to Sign In

Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

Step 5. To '**Create an account**' below page will open requesting information shown – complete all and then click '**Create Account**'

Already a registered user? Please sign
Login credentials are case sensitive

Email Address: *

Retype Email Address: *

Choose Password: * ✓ Password accepted

Retype Password: * ✓ Password matches

First Name: *

Last Name:*

Password must have at least 8 characters, with a combination of at least 1 lower case, 1 upper case and 1 non-alpha character e.g., 1,2,3,+,-, etc.

Step 6. After 'Creating an account' below page will open notifying you that an activation link has been sent to your email.

Activation Email Sent

You've successfully created your account, but it's not activated yet.

A link to activate your account has been sent to **epukamatapeli@gmail.com**. If you don't see it, please check your spam folder or add **careers@anglogoldashanti.com** to your "safe list" or address book.

To send the activation link to your email again, click the **Resend** button.

Back

Resend

Step 7. Go to your email inbox, open it and click on the link provided ([Click Here](#)) to activate your account. The email looks as the one shown below



SYSTEM <system@successfactors.eu>

Kwa: mimi ▾

Kiingereza ▾ > Kiswahili ▾

Hello Epuka Matapeli,

Your account has been created, you can login after you have activated your account by pressing the url below.

Please click this link to activate your account:

[Click Here](#)

Once you have completed this activation please select the forgot password button and follow the prompts. You will then be able to access your profile and apply.

Kind regards

Step 8. Once you click the activation link, you will be redirected to the job advert page. Click the '**APPLY**' button again

ANGLOGOLDASHANTI
Career Opportunities: Graduate Mining Engineer (16880)
Requisition ID 16880 - Posted 12/01/2021 - Tanzania

POWERED BY SAP SuccessFactors [Sign In](#) English US (English US)

[Apply](#) [Save Job](#) [Email Job to Friend](#) [Return to List](#) [Job Description Print Preview](#)

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 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:

Position:	Graduate Mining Engineer
Contract type & Duration:	Unspecified time
Department:	Mining Technical Services
Reporting to:	Superintendent – OP Mine Planning
Number of Positions:	One (1)

Step 9. Once you click the '**APPLY**' button below page will open requesting you to enter your email and password. Enter them and click '**Sign In**'

Already have an account?
Enter your email address and password (both are case-sensitive).

Email Address:*

Password:*

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

[Go Back](#)

Step 10. Once '**Sign In**' the following page (*My Candidate Profile*) will open. Upload your CV on the box named **Upload Resume**

My Candidate Profile

EPUKA MATAPELI

* First Name:
Middle Name:
* Last Name:
* Phone:
* Email:

Previous Employment

There are no items in this section.

Education

There are no items in this section.

Certificates/Licenses

There are no items in this section.

Language Skills

There are no items in this section.

↑ Your Resume is not on file.
Click here to attach your Resume
↑ Your Cover Letter is not on file.

Upload Resume

The first step in creating your profile is to upload your resume. We'll automatically organize it to make it searchable by our recruiters and maximize your chance of finding a match.
Accepted File types: DOCX, PDF, Image and Text

Choose File: No file chosen

State / Province

* AngloGold Ashanti may contact me regarding other positions

* Preferred Method of Communication

Step 11. Once you upload your CV below page will open. You will notice that some information from your CV are already populated in certain fields. Please complete all mandatory fields with red asterisk / star *

Changes pending. You must save your changes in order to keep them.



My Candidate Profile

EPUKA MATAPELI

Save Cancel Delete Profile Print Preview

Your resume has been uploaded and organized for better searching. Take a look at the information below in case we made a mistake or missed something. To delete all the information, please click "Cancel" above.

* First Name:
Middle Name:
* Last Name:
* Phone:
* Email:

 Epuka Matapeli's Resume
Last Updated: 12/01/2021
 Epuka Matapeli's Cover Letter
Last Updated: 12/01/2021

Step 12. Upload your application letter by clicking a button named '*Upload your cover letter*' – just below the area you uploaded your resume / CV

Previous Employment [+ Add Another](#)

New Company Ltd [Remove](#)
yes 3 years
01/19 - Present

Details

* Start Date:
End Date:
* Company Name/Location:
* Role:

Close Details

Old Company Ltd [Remove](#)
no 1 year, 1 month
01/18 - 01/19

Details

* Start Date

Documents [Attach a document](#)

Additional Documents

More Information

* Home Phone:
Address:
City:
Postal Code:
* Country:
State / Province:
* AngloGold Ashanti may contact me regarding other positions:
* Preferred Method of Communication:

Step 13. Once you have uploaded your CV and application letter and you have completed all mandatory fields with red asterisk / star *, click **'Save'** and then the **'Next'** button on the bottom right of your screen.

IMPORTANT NOTE

In case you do not see the 'Next' button, click 'Save' and then close the page. Go back to the job advert and click the application link or type / paste the URL address on a web browser and sign in again. This page will display and this time you should see the 'Next' button – click it to proceed.

The screenshot shows a web application interface for uploading documents and providing personal information. At the top right, a toolbar contains buttons for 'Save', 'Undo', 'Cancel', 'Delete Profile', and 'Print Preview'. The 'Save' button is circled in red. Below this, there are two document upload sections: 'Capelli's Resume' and 'Capelli's Cover Letter', both dated 12/01/2021. The main form area is divided into sections: 'Documents' with an 'Additional Documents' field and an 'Attach a document' button; 'More Information' with fields for Home Phone (0123456789), Address, City, Postal Code, Country (Australia), State / Province (No Selection), and two checkboxes: 'AngloGold Ashanti may contact me regarding other positions' (No) and 'Preferred Method of Communication' (Phone). On the left side, there are sections for 'Education' and 'Secondary Education' with details like 'Old Company Ltd' and 'General' education, and 'Certificates/Licenses' and 'Language Skills' sections. At the bottom right, a 'Next' button is circled in red. A red arrow points from the 'Save' button to the 'Next' button.







Step 14. Once you click the **'Next'** button on the bottom right of your screen, below page will be shown requesting you to complete. Complete all mandatory fields with red asterisk / star *, then click **'Apply'**

Career Opportunities: Graduate Mining Engineer (16880)

Personal Information

* First Name
Middle Name
* Last Name
* Email Address
* Country Dial in Code
* Home Phone
Mobile Phone
Citizenship
Gender No Selection Female Male

Employment Information

Current/Former Employer
* Last or Current Role
* Have You Previously Been Employed By AGA?
* Salary Expectations
How Did You Hear About This Role?
Please Provide Further Information (e.g. Name Of Publication Or Job Board)
* Resume/CV  [Epuka Matapeli's Resume](#) 
Last Updated: 12/01/2021
Cover Letter  [Epuka Matapeli's Cover Letter](#)  
Last Updated: 12/01/2021
Additional Documents  Attach a document

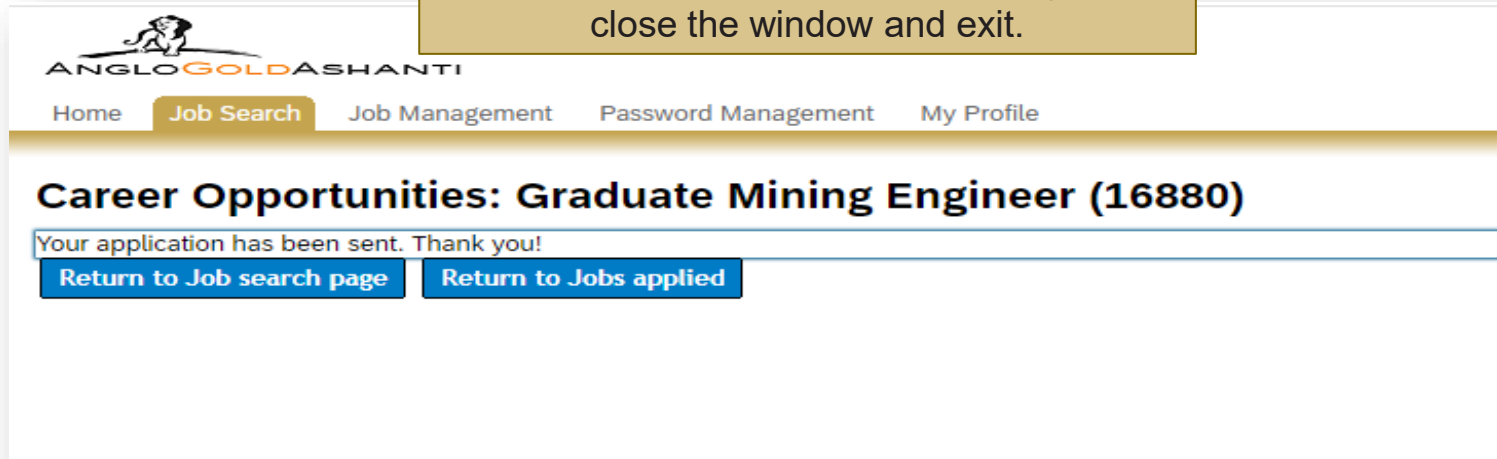
Diversity Information: Only Applicable to African Countries.
AngloGold Ashanti is an equal opportunity employer. We ask you to voluntarily complete this EEO data. The information you are asked to give will not be used for any decision regarding terms and conditions of employment. All information in this section will be used exclusively for compliance with Federal Requirements and will go directly to our Equal Employment Opportunity Coordinator.

Ethnicity

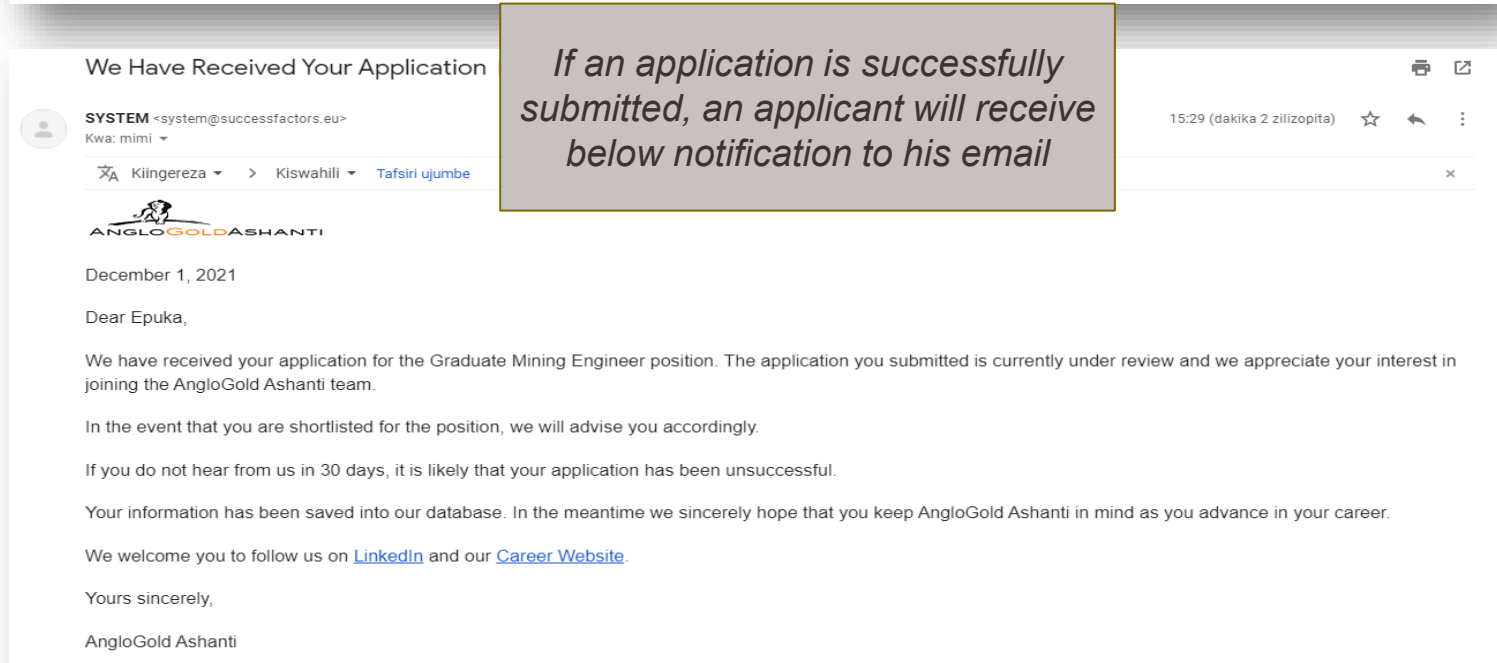
In case you do not want to submit your application yet, you may click 'Save' and come back later to submit.

Apply **Back** **Save** **Cancel**

Step 15. Once you click the 'Apply' button, below page will open notifying you that 'Your application has been sent'. You may now close the window and exit.



The screenshot shows the top navigation bar of the AngloGold Ashanti website with links for Home, Job Search, Job Management, Password Management, and My Profile. The main heading is "Career Opportunities: Graduate Mining Engineer (16880)". Below this, a message states "Your application has been sent. Thank you!". Two buttons are visible: "Return to Job search page" and "Return to Jobs applied".



The screenshot shows an email notification from the system. The subject is "We Have Received Your Application". The sender is "SYSTEM <system@successfactors.eu>". The email content includes the AngloGold Ashanti logo, the date "December 1, 2021", and a message to "Dear Epuka,". The message states: "We have received your application for the Graduate Mining Engineer position. The application you submitted is currently under review and we appreciate your interest in joining the AngloGold Ashanti team. In the event that you are shortlisted for the position, we will advise you accordingly. If you do not hear from us in 30 days, it is likely that your application has been unsuccessful. Your information has been saved into our database. In the meantime we sincerely hope that you keep AngloGold Ashanti in mind as you advance in your career. We welcome you to follow us on [LinkedIn](#) and our [Career Website](#)." The email concludes with "Yours sincerely, AngloGold Ashanti".

If an application is successfully submitted, an applicant will receive below notification to his email



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