

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:	Superintendent 2 – Social & Economic Development
Contract type & Duration:	Unspecified time contract
Department:	Sustainability
Reporting to:	Senior Manager - Sustainability
Number of Positions:	One (01)

PURPOSE OF THE ROLE:

To plan and deliver the work required to achieve effective Socio-Economic Development projects outcomes by the application of agreed AGA policies, work processes and standards and through the development of a capable, skilled, and motivated team and an effective process for monitoring compliance to plans, standards and work processes.

QUALIFICATIONS:

- Bachelor's degree in social sciences, Development Studies, Community Development, Business Administration, or any other related field.
- Must have ability to drive manual light vehicle
- Must have valid Tanzanian driving License.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- At least seven (7) years' experience in a similar role.

SYSTEM / PROCESS ACCOUNTABILITIES:

Community Assessment and CSR plan approval:

- Accountable for preparation of Community Assessment Report.
- Accountable for ensuring that all recommendations provided for CSR development programs and projects plan are in line with government plans and AGA's Community Investment Guidelines.

CSR projects technical evaluation, scoping and guidance:

- Accountable for ensuring that technical evaluation, bills of quantity and scope of work for approved CSR projects are prepared in accordance with requirements and procedures and as per work execution plan.

Implementation of CSR projects:

- Accountable for ensuring that execution processes for all CSR projects are conducted as per work execution plan.

MAIN OR KEY ACCOUNTABILITIES:

Planning:

- Accountable for the development of the work plans for every process.

Training:

- Accountable for the development of a competent and capable team of direct reports.

Control Compliance:

- Accountable for controlling compliance to the standard of work and the delivery of approved plans of work for every process.

Audit Compliance:

- Accountable for the definition of auditing protocols and standards and their application in order to confirm compliance with AGA policies and standards.
- Accountable for delivery of agreed work plans and outcomes, identifying areas of non-conformance/compliance.

Analyse and Improve Compliance:

- Accountable for the analysis and improvement in compliance to the defined standards of work, and work plan delivery by the team members, determining action required to prevent a recurrence of identified non-compliances and reporting issues and actions to the Senior Manager Sustainability.

Reporting:

- Accountable for the preparation and production of timely and accurate reports to internal and external stakeholders in accordance with the defined standards of work.

Budget:

- Accountable for the preparation and delivery of the Socio-Economic Development budget.

AGA LEADERSHIP COMPETENCIES:

Fostering a team environment:

- Promoting Collaboration; Conflict management and Teamwork, Develop Others.

Manage Self:

- Taking ownership of one's personal development.

Building Effective Working Relationships:

- The ability to build and maintain effective collateral and cross functional working relationship.

Building Trust & Accountability:

- Displays high levels of integrity and honesty.

Maximizing Performance Results:

- Solve Problems and Analysing Issues, Taking Initiative

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 “**Superintendent 2 – Social & Economic Development.**”

Application link: <https://careers.anglogoldashanti.com/job-invite/21889/>

- 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 **06th October 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