

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 1 – Process Administration
Contract type & Duration:	Unspecified time contract
Department:	Process Plant
Reporting to:	Superintendent 2 – Process Plant Maintenance
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

This role is aimed at providing day-to-day support on process plant administrative issues and procedural data capture processing for record keeping and dissemination for decision making. Also, collecting administration data and forward or present them to the appropriate channel, coordinate and manage all administrative issue related to process plant and manage the documents on document kiosk and DocuSign. The role holder is required to maintain working relationships and collaborate with other stakeholders such as Process plant personnel both in the plant and outside section, HR personnel, Procurement, finance, and security personnel, and Health, safety, and training department.

QUALIFICATIONS:

- Diploma or Equivalent Qualifications on Business Administration or Secretarial Services.
- Computer literacy – Proficiency in Microsoft office products/Basic Computer Skills.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- At least 2 years' experience in similar positions in Mining or Manufacturing industries.
- A minimum of two years' experience in Secretarial duties and or front desk duties.

MAIN OR KEY ACCOUNTABILITIES:

Safety Health and Environment

Take a lead role in driving the HSE management program in your area of responsibility and deliver the HSE objectives which include:

- Making sure all coordination related to safety are done timely and as required.
- Participate on leading indicators as per the set targets.
- Ensure all local and international visitors are made aware of GGML safety procedures and adhere to them.

Office requirements coordination

- Coordinate and control stationery for the entire process plant.
- Organize and control tea facilities for process plant and supporting outside sections.
- Coordinating on clothing and other process plant well fare needs (Towels, Jackets etc.)

- Make sure kitchen facilities are working as required, report any defects to Maintenance Superintendent.

Organizing and Coordinating Process Plant visits

Organize and coordinate Process plant visits by ensuring.

- Flights are booked appropriately.
- Accommodation is done as required.
- All required documents are requested, checked, and confirmed.
- Proper scheduling of visits to suit host availability.

Prepare and Circulate

- Weekend duties
- Standby Roaster

Organize and Coordinate shutdowns in terms of:

- Food and Drinks
- Transport arrangement for employee

Document Management

Organize and load for approval to DocuSign and document kiosk.

- All documents needing approval by Senior process manager and above.
- Check and load plant procedures into document kiosk and follow-up for approvals.
- Manage document kiosk to ensure always it is UpToDate, removal of unwanted docs and loading new documents.
- Receive and distribute salary slips for Process plant employee.

ADDITIONAL REQUIREMENTS:

- Be physically and mentally fit and hard working.
- Demonstrate Leadership and good teamwork must be able to solve problem.
- Ability to work under pressure with minimum supervision.
- Demonstrate a good commitment to deliver.
- Ability to work with ERP.
- Capable of advising the team on all issues under this role.
- Good Communication skills.
- Ability to plan, organize and take ownership of tasks on this role.

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 1 - Process Administration**".

Application Link: <https://careers.anglogoldashanti.com/job-invite/22971/>

- 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 January 2024** 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](tel:+255282160140) (rates apply) or use our whistle-blowing channels by sending an SMS to [+27 73 573 8075](tel:+27735738075) (SMS rates apply) or emailing speakupAGA@ethics-line.com or use the internet at www.tip-offs.com