

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 Denver, USA. AngloGold Ashanti (AGA) has operations in more than ten countries across four continents. Geita Gold Mining Limited (GGML) is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 120 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its main office and operations in Geita, only 5 Km's west of the fast-growing town of Geita, and 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:	Coordinator 2 – Logistics
Contract type & Duration:	Unspecified time contract.
Department:	Finance & Supply Chain
Reporting to:	Senior Supervisor - Logistics
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE

To Ensure an effective movement, distribution, and safe receipt of supplies and materials. Follow up shipments to make sure the consignments are shipped from Suppliers/Freight Agent to our destination arriving on time and safely; also ensuring all cargo clearance activities are done timely and compliant to customs regulations and procedures. Making sure import and export clearance is done timely. Fully management of relationship between GGML and other bodies like Government bodies, DSV and Local FREIGHT FORWARDER to easy Logistics and goods clearance processes. Monitoring and managing a timely delivery of Local supplies and its operations at Local Freight Forwarder at (Dar and Mwanza yards) and making sure the consignments and shipments are delivered to site safely without causing any harm to the community while on transit.

QUALIFICATIONS:

- Bachelor's Degree or Advanced/Higher Diploma in Materials Management or Bachelor's Degree in Logistics Management.
- Must be Registered with PSPTB.

EXPERIENCE:

- At least 3 years' working experience in Warehouse and Logistics in mining industry or large-scale industries.
- Experience with the Enterprise Resource Planning (ERP) System, preferably SAP system.
- Proven working experience in Clearing and Forwarding Industry.
- Proven working experience in Logistics Industry.

MAIN OR KEY ACCOUNTABILITIES:

- Monitoring of shipments clearance processes and take necessary action with relevant authorities: TASAC, GCLA, TPA, TICTS, ICD's, TRA, TBS, TMDA, ETC.
- Expedition and clearance of critical items.
- Monitoring and GIT cleansing.
- Ensure all safety rules are followed fully by Freight Forwarders.
- Critical items and GIT reports preparations and maintaining, managing (daily, weekly, and monthly) Logistics and Expediting reports.
- Customer care, timely response on logistics queries internally & externally
- Follow up on shipments Expediting Local deliveries and pushing timely delivery to site.
- Monitor delivery discrepancies (in transit discrepancies).
- Monitoring of Freight Forwarders clearance and take necessary actions.

- Attend/conduct weekly/biweekly meetings with end user departments/internally and on time execution of agreed actions.
- Monitoring proper documentation on both import and export consignments and timely port clearance.
- Closely monitoring TASAC and Customs activities and timely Duty payments. Timely follow up on duty assessment from TASAC and submit duty payment requests to GGM Finance department for duty payment.
- Assisting TASAC and Freight Forwarders to get goods cleared through customs formalities, coordinate with the carrier and handle shipping and deliveries.
- Expediting Consignment delivery against outstanding purchase orders.
- Ensure timely clearing of goods at the ports to destination.
- Liaising with the shipping companies on all issues with shipments.
- Having knowledge on logistics, expediting, transportation, shipping, receiving, and forwarding and traffic management.
- Comply to HSE Policy & Procedures as well as Environmental standards on all logistics processes.
- Administering import procedures and documentation and effective liaison with Customs, Port and ICDs, managing demurrages, and port charges within specified norms.
- Closely monitoring customs clearance process and that any applicable duties and taxes have been calculated and paid timely.
- Close follow-up on Customs release, port clearance and shipments loading from destination port and then free to move to next destination.
- Follow up on exports from mine site with Logistics contractor and relevant authorities and Port Terminals.
- Coordinate and resolve issues related to documentation at all stages as required during shipments clearance processes.
- Work with inland Logistics contractor to ensure smooth loading and transporting goods to site.
- Learn and execute the Safety practices required for the task.
- Management reporting on agreed key performance areas.
- Follow up on the various permits from other regulatory authorities TASAC, GCLA, TPA, TICTS, ICD's, TRA, TBS, TMDA, SUMATRA, ETC) required during importation and transportation of goods.
- Closely monitoring the relationship between GGML and other bodies like Government bodies, SDV/UTI and Local Freight Forwarder to easy logistics and goods clearance processes.
- Close follow-up on all Customs/TRA Post Clearance demands and Audits. Attend meetings with TRA (PCA team) where necessary to represent GGML on resolving tax demand queries.
- Be stand-by to work on any urgent/critical issue that will be raised any time at any hour even after working hours.
- Ensure timely lodging of insurance claims and Insurer's feedback.
- Timely deliveries of International and Local supplies – Port clearance within 21 days and Airport clearance within 10 days.
- Controlling container deliveries and Demurrage charges (reduce container demurrage costs) by ensuring containers do not spend more than 7 days on site.
- Comply to HSE Policy & Procedures – compliance to Departmental Safety leading indicators as well as ZERO injuries.
- Ensure improved Freight forwarders site cargo delivery and smooth transportation of mine cargo to site.
- Monitor and report on weekly basis any GIT items above 90 days and strive to have all GIT in the system less or equal to 90 days.
- Fully Management of relationship between GGM and other bodies like Government bodies, SDV/UTI and Local Freight forwarders to easy logistics and goods clearance processes – resolving queries with Government bodies timely.

ADDITIONAL REQUIREMENTS:

- Team player who will contribute to a positive team environment.
- Good analytical ability to plan and analyze complex problems and identify multiple solutions.
- Must be a strong negotiator.
- Proficient in Microsoft Office Suite or similar software.
- Excellent written and verbal communication skills.
- Positive attitude towards end users and suppliers
- High integrity in all dealings
- Leadership abilities to manage a team.
- Clear communication
- Time management and Ability to meet deadlines.
- People management skills.
- Strong supervisory and leadership skills.

- Excellent organizational skills and attention to details.

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 “**Coordinator 2 – Logistics**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/25226/>

- 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 **03rd October 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 (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