

# VACANCY



## Re – advertised

### 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:                 | <b>Controller 1 – Mchauru Aerodrome</b>  |
| Contract type & Duration: | <b>Unspecified time contract</b>         |
| Department:               | <b>Human Resources</b>                   |
| Reporting to:             | <b>Superintendent 2 - Administration</b> |
| Number of Positions:      | <b>One (1)</b>                           |

**GGML is an equal opportunity employer.**

### PURPOSE OF THE ROLE

To coordinate and manage day to day Mchauru Aerodrome operations in line with Tanzania Civil Aviation Regulations and AGA/GGML Policies and Procedures to internal and external stakeholders.

### QUALIFICATIONS:

- National Diploma of relevant studies in Civil Aviation from a recognized college/Institution.
- Certificate/License of Aeronautical Mobile Service (AFIS)/Air Traffic Control License recognized by ICAO and TCAA.
- AFSO Certified.
- Certificate/License of Area Control/Approach/Aerodrome.
- ICAO English Proficiency Level Four.
- Up to date Aviation refresher training records.

### EXPERIENCE:

- At least 3 to 5 years' working experience in Airport/Aerodrome operations.
- Supervisory experience of a small teams.
- Knowledge and understanding of the Mining industry will be an advantage.

### MAIN OR KEY ACCOUNTABILITIES:

- Monitor and report all safety issues at Mchauru Aerodrome on a timely manner as per GGML/AGA Policies and Procedures and TCAA Rules and Regulations.
- Accountable for Mchauru Aerodrome operations including administration of building activities including all stakeholders using the building.
- Handling of all inbound and outbound traffic movements within Aerodrome Traffic zone.
- Provision of Aerodrome Flight Information Service including provision of weather information to inbound and outbound traffic, and serviceability of aerodrome facilities.
- Monitoring of all arriving and departing passengers and cargo movements through Charter contractor by ensuring correct manifest is completed before take-off of an aircraft from the Aerodrome.
- Oversee Health and Safety issues to ensure all contractors are aligned to the GGML HSE standard requirements.
- To ensure Aerodrome apron and all marked areas in the runway is properly maintained and visibly marked for aircraft landing and take-off as required by Tanzania Civil Aviation Regulations and AGA/GGML Policies and Procedures.

- Inspection of Aerodrome perimeter on starting and ending of each shift.
- Manage visitors' induction from time to time as depicted by your immediate supervisor.
- Accountable for preparation of weekly report i.e. end of shift report.
- Preparation of Aerodrome operations Monthly report.
- Accountable for supervising of Aerodrome environment to ensure the environment is conducive to work according to the Aerodrome operations manual as updated from time to time i.e. ensure grasses are cut to the standard acceptable level, gardening, and housekeeping around the area.
- Oversee all infrastructures around the area to be in good condition all the time for compliance purposes i.e. runway is serviceable, patrol road at the perimeter fence is easily approached and operational, aprons and taxiways areas are serviceable, drainage system to avoid any damage to the Aerodrome infrastructures including runway.
- Daily Technical support to the Administration Superintendent on Aerodrome activities.
- Develop, review and update Aerodrome manuals and other compliance documents from time to time to ensure TCAA Regulations and AGA/GGML Policies and Procedures are obtained all the time.
- Supervising and monitoring aviation security operations and coordinate with the authority to ensure compliance of regulations.
- Organize all necessary meetings to be conducted at Aerodrome i.e. toolbox meeting, safety meeting and keep records.
- Any other tasks that might arise related to the area of responsibilities as will be specified by Administration Superintendent (Aerodrome Manager) from time to time.

#### **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.
- Ability to train and coach other team members.
- Proficient in Microsoft Office Suite or similar software.
- Excellent written and verbal communication skills.
- Supervisory skills with good external relations.
- Positive attitude towards the stakeholders.
- High integrity in all dealings

#### **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 "**Controller 1 – Mchauru Aerodrome**"

**Application Link:** <https://careers.anglogoldashanti.com/job-invite/25413/>

- 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 **06<sup>th</sup> November 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](mailto:speakupAGA@ethics-line.com) or use the internet at [www.tip-offs.com](http://www.tip-offs.com)