

POSITION	Work Management Planner
DEPARTMENT	Asset Management & Engineering
LEVEL	1H / C4
LOCATION	Geita Gold Mine Tanzania
EMPLOYMENT STATUS	Full Time

OBJECTIVE OF THE ROLE

Conduct planning work as a member of the Engineering team accountable for delivery of planned department performance with zero injuries at the lowest practical unit cost. Specify the requirements for safely, correctly, and efficiently completing approved work.

ROLE ACCOUNTABILITIES

- Execute the Plan Work element of the Business Process Framework.
- Review work orders, notifications, and work order task status reports daily to assist in prioritizing planning work and tracking upcoming work.
- Plan approved work orders and notifications within the area of accountability for resource procurement and execution prior to the required by date.
- Engage with work execution teams to contribute planning details and incorporate their input into planning packages.
- Obtain sign-off on work packages from the accountable Senior Supervisor or First Line Manager.
- Identify and escalate critical issues that threaten successful planning of work orders for completion by the required by date.
- Plan work to minimize impact on operating performance without exceeding the required by date for work completion.
- Plan work to minimize demand for resources without exceeding the required by date for work completion.
- Specify resources as per the AGA Work Management Process Flow Chart and initiate orders within set planned cost tolerance levels.
- Ensure work packages comply with applicable legislation, standards, policies, procedures, and authority levels.
- Develop and use standard work packages to improve the efficiency of the planning process.
- Support the scheduling process by ensuring all required resources are planned.
- Liaise with Services Departments, Process Plant, Mining Operations, Geology staff, and other departments on the availability of equipment, tools, and materials for planning purposes.
- Create and review work packages with an understanding and recording of associated risks and control measures.
- Actively identify systems and procedures to maximize effectiveness and efficiency within the company.
- Provide, initiate, and coordinate continual improvement of work packages.
- Carry service getting accountabilities and authority as Initiator with Engineering, Services Departments, Process Plant, Mining Operations, Mining Support, and Contractors.
- Conduct training and development to support compliance to the Business Process Framework.
- Conduct quality control to ensure standards are met.
- Administer legal coordination pertaining to work packages to ensure compliance with legal requirements.
- Ensure the filing system is kept updated.
- Maintain user authorization and identification.
- Ensure month end submissions are up to date as required.
- Within areas of accountability, ensure customers are aware of and comply with applicable statutory acts and regulations, industry codes of conduct, AngloGold Ashanti company policies, the AGA Delegation of Authority Policy, company and division or region standards and procedures, tenement conditions and compliance requirements, and relevant legal agreements.
- Adhere to cost budget control requirements and comply with AngloGold Ashanti policies, procedures, values, and business principles.

Our Values





ROLE REQUIREMENTS

Education & Qualification

- Degree or Advanced Diploma in Automotive, Mechanical, or Electrical Engineering or equivalent from a recognized institute or college of higher learning.
- Diploma in Automotive, Mechanical, or Electrical Engineering.
- Full Technician Certificate in Automotive or Mechanical Engineering.

Experience

- Minimum of three years' work experience in the mining industry.
- Experience in various ERP systems, preferably SAP.
- Extensive scheduling and planning experience in an engineering, maintenance, production, or process environment.
- Experience with data collection and upload and download data sheets.
- Experience with Microsoft Office suites including Excel, Project, and PowerPoint.

Knowledge & Skills

- Good Microsoft skills and computer literacy in spreadsheets and programming data entry.
- Demonstrated managerial leadership practices that embody company values.
- Effective oral and written communication skills.
- Ability to read and understand maintenance manual books.
- Current knowledge of applicable legislation, standards, policies, and procedures.

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 “**Director Human Resources**”, Geita Gold Mining Ltd”. Subject should be **Work Management Planner**

Application Link: <https://careers.anglogoldashanti.com/job-invite/31176/>

- If you struggle to apply via the link provided, please head over to our website www.anglogoldashanti.com/company/careers 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 **27th September 2026 at 11:59 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