

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:	Clerk 2 - Planning
Contract type & Duration:	Unspecified Time Contract
Department:	Engineering
Reporting to:	Senior – Planner
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

Assist Work Management Planners/Schedulers in planning and scheduling of work orders before required date. Raise notifications, purchase requisitions, reservations, and Service Entry Sheet. Work orders printing, distribution, SAP confirmation/CNF, filling and reports generation.

QUALIFICATIONS:

- Full Technician Certificate (FTC) in Mechanical, Automotive or Electrical Engineering.
- Diploma in Mechanical, Automotive or Electrical Engineering.
- The incumbent must possess Strong Computer literacy, application skills especially in Ms Word and excel.

EXPERIENCE:

- At least two years working experience in a similar role or related work.

MAIN OR KEY ACCOUNTABILITIES:

- Develop, implement, and maintain a proper filling system for planning records.
- Print and allocate all planned work orders and associated work packages for the following week.
- Collect on daily all completed work orders and work packages from the respective Senior Supervisors for review by respective Planners.
- Close all signed off work orders in the SAP system on daily basis.
- Raise work orders for all defects that have identified through inspections or returned work orders / work packages.
- Raise work orders, purchase requisitions or reservations for all GDNs (Good Delivery Note/Manual Requisitions) drawn from warehouses during off days operation.
- Creation of Service Entry Sheet – SES
- File completed work orders and associated work packages for future.
- Assist to update SAP measuring point – collection of running hours per equipment and update SAP measuring point for maintenance plans to generate PM work orders.

- Use manual work request of all break down (Urgent) works to generate SAP notifications and raise purchase requisitions or reservations.
- Generation and distribution of various reports that is Monthly Bow tie reports – Prepare and distribute the schedule compliance per fleet per month, Prestart checks report for entire GGM fleet collection and receiving all prestart report. Capture in prestart database and Initiate SAP notifications for all defects reported in prestart , HME Down Status Events by Equipment report and updating the reasons HME KPI graphs before MANCOM and HME Equipment Availability report loading into PIPWARE.

ADDITIONAL REQUIREMENTS

- Good communication skills.
- Sound knowledge on health, Safety and Environmental issues and procedures.
- He / She must be physical and mentally fit and hard working.
- Must be able to work with minimum Supervision.
- Demonstrate good commitment to deliver.
- Ability to work under pressure.

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 “**Clerk 2 - Planning.**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/25014/>

- 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 September 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

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Position:	Technician 1 – Fleet Management Systems
Contract type & Duration:	Unspecified Time Contract
Department:	Open Pit Mining
Reporting to:	Engineer 2 - Software - Fleet Management Systems
Number of Positions:	One (1)

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PURPOSE OF THE ROLE:

The purpose of the Role is to achieve an effective and reliable performance of Fleet Management System's hardware and Software by ensuring that all hardware and infrastructure components of the FMS are maintained to achieve maximum availability of the system; functionality of Fatigue management tools embedded within FMS for all Mining Operation in real-time production and Safety activities.

QUALIFICATIONS:

- Diploma/Degree in Electronic/Digital Technology.

EXPERIENCE:

- A minimum of 2 years working experience in the mining environment or related field.
- Well versed in Cisco, hubs, switches, and PC serves.
- A qualified electrical technician or auto-electrician with experience in repairing electronic components would be advantageous.

MAIN OR KEY ACCOUNTABILITIES:

- Effective planning to minimize repair times so as to reduce impact on production equipment.
- Prompt diagnosis and repair of all hardware related to the Fleet Management Systems infrastructure components.
- Conduct accurate diagnosis and repair of faults to minimize the frequency of revisiting the same equipment.
- Conducting site signal surveys to ensure that all active mining operation locations have a quality wireless network coverage to enhance data capturing.
- Required to conduct proper housekeeping to reduce losses and consequently reduce operational costs.
- Manage and report tool inventory on a monthly basis.
- Ensure that Fleet Management Systems infrastructure components, installations, and reinstallations comply with the required standards.

- Schedule a replenishment plan to ensure system availability and reliability by taking into account spare-part inventory, lead times, and stock levels.

Safety:

- Safe Working Procedures are followed for all routine task, particularly isolation, tagging and driving procedures.
- Job safety assessment or Hazard intensification and Risk assessment are done and documented for all tasks that are none-routine.
- Ensure hardware installations are done in a safe manner.
- Correct disposal of any waste products
- Communicate positively all-important issues to FMS Superintendent and other FMS team members.

ADDITIONAL REQUIREMENTS

- Experience with WiFi networks would be of benefit.
- Sound understanding of computers, ability to use basic functions.
- Ability to drive and hold a current Tanzanian Drivers license is of advantage.
- Committed to work: Capable of working unsupervised in a productive and efficient manner.
- Respect mining productivity goals and prioritize working on equipment during scheduled delays or downtime.
- Required work behaviour: Positive attitude towards end users and the team.
- Good communications with end users, services providers, and team
- Good written and oral communication skills
- Report writing skills.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/25013/>

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