

INTERNSHIP OPPORTUNITY



ABOUT GEITA GREENFIELDS MINERAL EXPLORATION LIMITED (GGMEL)

Geita Greenfields Mineral Exploration Limited (GGMEL) is a registered exploration company based in Dodoma Tanzania, dealing with mineral exploration in the central regions of Dodoma, Singida, Tabora, and Shinyanga. 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. Applications are invited from ambitious, energetic and performance driven individuals to fill in an internship opportunity mentioned below:

Opportunity: **Intern – Finance & Administration**
Number of Positions: **One (1)**

PURPOSE & DURATION OF THE INTERNSHIP:

The internship programme is for fixed term (12 months) and there is no guarantee of any offer of employment by the company on expiry of the internship period. At the minimum, the Internship programme shall be undertaken in accordance with the “National Internship Guidelines” as published by the Prime Minister’s Office, Labor, Youth, Employment and Disability in September 2017.

QUALIFICATIONS:

- B. Com/ BBA Major in Accounting and/ or Finance
- Minimum GPA of 3.5

EXPERIENCE:

- Prior experience in a finance / accounting role will be an added advantage.

ADDITIONAL REQUIREMENTS:

- Be a Tanzanian citizen.
- The candidate must possess a valid degree certificate. Transcripts only or provisional results will not be accepted.

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 updated **Resume** (2 pages only and in PDF format). On the portal use the field named ‘*Resume*’ to upload the resume.
- Scanned copies of university **Degree Certificate** and your full Degree **Transcript** (provisional results will not be accepted). Please combine certificate and transcript and upload as one PDF document, don’t upload separately. On the portal use the field named ‘*Cover Letter*’ to upload the certificates.

Application Link: <https://careers.anglogoldashanti.com/job-invite/25031/>

- 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 internship on our recruitment portal (SuccessFactors).
- You will be required to present original certificates and transcripts if you are contacted for interviews.

APPLICATION DEADLINE:

- Applications should reach the above on or before **6th September 2024 at 5:30 PM**.
- Only shortlisted candidates will be contacted for interviews.

BEWARE OF CONMEN! GGMEL 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

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:	Coordinator 1 - UG Mining Training (Drilling)
Contract type & Duration:	Unspecified Time Contract
Department:	Human Resources
Reporting to:	Senior Officer – UG Mine Training
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

The primary purpose of the role is to develop the professional capabilities of UG Drilling Equipment's to Operators or trainees, furthermore, to provide on job trainings and coaching to UG shift bosses and shift trainers regarding the guidance and management of equipment as per trainings and safety standards at GGM within the context of training, coaching and assessment.

QUALIFICATIONS:

- Completion of Secondary School or higher
- A recognized underground mine equipment training certificate/ experience.
- A Training certification (ToT) – added advantage.
- Relevant Mechanical and operational certificate – added advantage.

EXPERIENCE:

- 3 – 5 years as a multi-skilled underground mine drilling equipment operator / trainer preferred on Jumbo, Solo and Cubex.
- Experience working as UG equipment trainer will be preferred.
- Considerable knowledge of underground mining practices and efficient operations of underground equipment.

MAIN OR KEY ACCOUNTABILITIES:

- Comply with all HSE policies, procedures, and instructions. This includes the correct use of safety devices and protective equipment, prompt reporting of any hazardous situations which cannot be corrected by an individual himself, making the necessary changes to eliminate or control the hazard and reporting immediately any accident or injury which arises in the course of work.
- Take reasonable care for your own safety and that of other persons who may be affected by your acts.

- Ensure that all tools are serviceable and safe to use.
- To maintain Safety standards to comply with the Company safety program.
- Ensure all training facilities are safe for use all time, and well secured.
- Ensure effective transfer of skills and knowledge to Equipment Operators (Jumbo, Long hole, and Cubex Operators) following the set development plans.
- Develop and review comprehensive training modules for a wide range of underground mine equipment to be used for training equipment operators to meet business standards.
- Enforce the company Training calendar along with underground Training Matrix schedule.
- Abide by Training Golden Roles and Ethical behavior all times and in everything you do.
- No Training changes will be done without the advice or the involvement of **Senior Officer – UG Mine Training** Coordinate and administer Drilling Equipment’s Operation Training Solutions as per available training Matrix.
- Conduct three-dimensional assessment (one-on-one, gap analysis and PTOs) of operators’ knowledge and skill level.
- To help new and less experienced colleagues to become more multi skilled to develop their own careers.
- Understand how training and development fits into Talent & Succession Management.
- Assisting in developing training programs and mentoring systems to ensure the health of the underground drilling discipline.
- Compliance with Tanzania Labour Act, AGA and GGM HR policies on training and development
- Observe costs and ensure waste management in all your activities to enhance productivity.
- Deliver the work of the UG Mining Training department within approved budget targets and specified timeframes, costs and related KPIs.

ADDITIONAL REQUIREMENTS:

- Extensive experience on All or key underground heavy mining equipment operations.
- Ability to plan organise, allocate, execute and monitor / control work.
- Ability to improve / maintain operational effectiveness within process.
- Ability to follow & apply organisational procedures and legislative requirements.
- Ability to analyse, validate & verify analytical data.

MODE OF APPLICATION:

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- 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 1 - UG Mining Training (Drilling).**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/25035/>

- 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 **8th September 2024 at 5:30 PM.**
- Only shortlisted candidates will be contacted for interviews.

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ABOUT GEITA GOLD MINING LTD

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Position:	Officer 2 - Emergency Response
Contract type & Duration:	Unspecified Time Contract
Department:	HSE.
Reporting to:	ERT Supervisor
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

To provide support to ensure the operation of the Geita Gold Mine is not adversely impacted by emergency issues. To be responsible for maintaining emergency response program on Geita Gold Mine site to a standard that is compatible with international practice and undertaken in a timely and cost-effective way.

QUALIFICATIONS:

- Ordinary Secondary Education or Above
- Certificate in mine rescue operation issued by accredited authority or
- Working as a rescue volunteer is added advantage.

EXPERIENCE:

- Minimum of 2 years' experience in Mining operations Open and Underground rescue field

MAIN OR KEY ACCOUNTABILITIES:

- Attend all emergencies that may arise on site.
- Attend, corporate fully to all organized Training with his subordinate, Rescues team members, mine employees including contractors on site.
- Serve as a member of the mine rescue team on site and always show commitment.
- Participate on fire and evacuation drills for GGM & contractors on site.
- Conduct ERT equipment inspection and manage safe storage and readiness.
- Daily/Weekly/Monthly Inspection of emergency equipment, which include but not limited to Fire extinguishers, hydrants, fire pumps, watercarts, fire panel.
- Servicing of fire detection system and fire panel on Monthly/Quarterly basis
- Servicing of fire extinguishers according to site standards
- Inspection of rescues equipment and updates registers on regular basis.
- Maintain rescue equipment prior, during and after any use and make sure all arranged and ready for the next use.
- Comply with site critical controls standards as per requirement.

- Abide with ERT objectives and targets given by Management.
- Aerodrome operation compliancy.

ADDITIONAL REQUIREMENTS

- Fire Fighting
- Rope Rescue
- HAZMAT
- SCBA
- Vehicle Extrication
- Confine space rescue.
- Driving license class E

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- 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 2 - Emergency Response.**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/25029/>

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- 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 **08th September 2024 at 5:30 PM.**
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Position:	Supervisor UG - Mining
Contract type & Duration:	Unspecified Time Contract
Department:	Underground Mining
Reporting to:	Senior Supervisor Underground Mining
Number of Positions:	One (01)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

To overseeing the day-to-day operation of Shift workers and equipment usage at Star & Comet Underground mine site. Providing and ensuring all staff are adequately trained and competent to always perform their duties safely and productively.

QUALIFICATIONS:

- Secondary School Education Examination (CSEE).
- Valid Tanzanian Driving License.
- Valid Blasting License.

EXPERIENCE:

- At least 5 years of working experience in a related field, such as Sublevel stopping, and Transverse Mining.
- Experience of working as Acting Underground Supervisor.
- Proven track record of managing and leading large and diverse teams.
- Underground Equipment Operation.
- Experience working at mechanized UG mine.

MAIN OR KEY ACCOUNTABILITIES:

- Complete Safety Leading indicators and Critical Control Verification for Major hazards as per Departmental Target.
- Ensure Operators wear proper PPE's and Compete Take 5 as per requirements.
- Ensure Operator complete a quality equipment Pre-starts and all defects are recorded and reported.
- Inspect work areas at start of shift and during the shift to check compliance to safety and Standards. (Services installation such as air, water, Vent ducts, discharge line, firing line, extension cable and feeder cable) and sign off all Take 5 sheets completed.
- Ensure all Safety and damage incidents are reported as per procedure.
- Ensure Incident statements are completed on time and participate during incident investigation.
- Ensure any unsafe act observed is addressed and appropriate action taken where necessary.
- Daily Complete General Housekeeping in the work areas and Crib rooms.

- Conducts daily shift line up meetings and give clear work instructions and conduct Safety (toolbox) meetings.
- Ensure Production drilling is done as per drill plan issued.
- Ensure Slot Raises and V30 holes are drilled as per design.
- Ensure Production holes are prepped and marked on the prep plan and mesh on the backs are cut to minimize stope brow from being damaged.
- Ensure Sprayers are installed under supported ground to suppress dust during Stope bogging.
- Ensure Remote Bogger Operator Paint Stockpile to demarcate type of materials bogged from Stope.
- Ensure Yargi is installed/extended on time to minimize delaying a Remote bogger.
- Ensure correct Charging of Stope and Explosives are handled as per procedure.
- Maximize Utilization of Remote bidders by planning properly between remoting and loading.
- Ensure Trucks achieve first load last load within the required time.
- Ensure Trucks are loaded properly to minimize damaging Vent bags during haulage.
- Ensure Trucks are calling-up levels to alert other underground road users about their locations.
- Ensure Walls are checked scaled and Scaling Bar is available at the work area.
- Ensure Services are retracted prior to conducting Stope firing to minimize damages.
- Ensure all headings are installed barricade and Visible Signage.
- Ensure Operators complete PLODs for work done during the shift.
- Complete end of shift report, ensure PLODs completed are of good quality of PLODs, give correct status of work to oncoming shift supervisor.
- Use provided guidelines for Overtime control for managing Fatigue of workers in a Crew.
- Ensure good Time Management for achieving Target safely.
- Initiate Disciplinary Action against operators as per GGM Procedure.
- Be a first contact and listen and work on issues facing Crew members.
- Give feedback to employees in the Crew (both positive and negative)
- Conducts and report to Underground Senior Supervisor the performance and general behaviour of workers.
- Identify and recognize best performers in the crew.
- Ensure Underground Dispatchers correctly record breakdown and delay messages, and equipment meeting is conducted on time.
- Ensure Lamp room attendants distribute PPEs to Operators on time, Enough Stock is maintained in the Lamp room and Lamp room reports are sent every end of shift.
- Ensure roadways at level access and development drives are always maintained to standard.
- Ensure Underground Level/ramp Sumps are bogged out to standard, and slurry hauled to surface at end of shift.
- Ensure no Waste littering at workplace and Waste is segregated at source and correctly disposed as per Site procedure.
- Ensure Flora and Fauna are given right of way and incident related to any kills must be reported as per procedure.
- Ensure Dust is suppressed in work areas including washing of e Escape Ways.
- Ensure all Hydrocarbon or Chemical Spillages observed both on Surface and Underground are reported as per procedure.
- Ensure no Feeding of wild animals on site, e,g Baboons.
- Ensure any fault observed in the drainage/discharge line to Sewerage Tanks at workplace are immediately reported.

TECHNICAL COMPETENCIES REQUIRED:

- Operation of UG Machines with minimum skills as Service Crew operator.
- Explosives usage and management.
- Work Risk Assessment processes.
- Read and Understand work plan/Mining Instruction.
- Manual Vehicle driving Skills.

MODE OF APPLICATION:

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- You will also be required to upload a cover / application letter addressed to “**Senior Manager Human Resources, Geita Gold Mining Ltd**”. Subject should be “**Supervisor UG - Mining**”.

Application Link: <https://careers.anglogoldashanti.com/jobinvite/25015/e>

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- 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 **05th September 2024 at 5:30 PM**
- Only shortlisted candidates will be contacted for interviews.

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