

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 South Africa, with operations in more than ten countries, in four continents. The mine is situated in the Lake Victoria Gold fields of Northwestern Tanzania, only about 85 km's from Mwanza City and 20 km's Southeast of the nearest point of Lake Victoria. The company has its head office in Geita, only 5 Km's west of the fast-growing town of Geita, and also 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:	Officer 3 - Procurement & Contracts
Contract type & Duration:	Unspecified Time Contracts
Department:	Supply Chain
Reporting to:	Senior Supervisor Procurement & Contracts
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To facilitate acquisition of goods & services to site timely, recognize opportunities and suggest ideas related to the acquisition, and achieve cost savings.

QUALIFICATIONS:

- Bachelor's degree or Higher Diploma in Procurement and Supply Management / Law/ BA/ Engineering or equivalent.
- Must be Registered with PSPTB.
- GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.

EXPERIENCE:

- A minimum of one year working experience in Procurement and Supply chain contracting preferably in the mining industry.
- Experience with the enterprise Resource Planning (ERP) system, preferably SAP system.

MAIN OR KEY ACCOUNTABILITIES:

- Expediting of all outstanding orders to ensure on time delivery from Suppliers & Maintain updated records of delivery information and ensure consistency from time to time.
- Provide support to external departmental functions in relation to GGML procurement and contracts management and operational requirement.
- Must be able Compare and evaluate offers from suppliers, negotiate contract terms of agreement and pricing & attend Vendor performance meeting when required.
- Compile necessary reports as and when required for performance review and users need.
- Timely resolution of Non-conformance deliveries and any other related discrepancies with stake holders.
- Maintain confidentiality of documents and correspondence.
- Displaying a sound knowledge of Interpreting and applying Procurement policies and operating guidelines.
- Experience to priorities conflicting demands, ability to perform duties with minimum supervision and to meet the required deadlines.

- Knowledge and experience in Procurement and contract administration.
- Being pro-active in all aspects of operational safety & environment, efficient utilization of resources and encourage teamwork across the departments.
- Responsible for evaluating suppliers, products, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.
- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors) & Effective management of the outstanding POs and ensuring timely conversion of Purchase Requisitions to Purchase orders.

ADDITIONAL REQUIREMENTS:

- Good Communication Skills.
- Good Microsoft Office Skills.
- Conflict Resolution Skills.
- Ability to work as a team and contribute to a positive team environment

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 “**Officer 3 - Procurement and Contracts**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/21450/>

- 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 **28th July 2023** at 5:30 PM.
- Only shortlisted candidates will be contacted for interviews.

NOTE ON COVID-19 PREVENTION:

- Please note when you are invited for interviews, you will be required to present proof of vaccination against COVID-19 (Covid-19 vaccination certificate) or if you are not vaccinated, please go for a Covid-19 test and obtain a 96 - hour valid PCR Covid-19 negative certificate.
- You are also advised to adhere to all recommended prevention measures including proper wearing of face masks and washing or sanitizing your hands before you are allowed through Geita Gold Mine entry points.

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:	Senior Supervisor – Materials Engineering
Contract type & Duration:	Unspecified Time Contract
Department:	Finance & Supply Chain
Reporting to:	Superintendent 2 – Materials Engineering
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

The role aims to supervise overall of the materials engineering function at site by providing quality control and assurance services to the supply chain department by ensuring goods being purchased are pro-actively well described (cataloguing), cleansed in the Geita Gold Mine limited material management catalogue and assign the right specifications to guarantee that goods are delivered accordingly.

QUALIFICATIONS:

- Advanced Diploma or BSC in Mechanical, Electrical, or Automobile engineering.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- A minimum of six years of working experience in Supply Chain specifically in Materials Management/ Materials Engineering function in the mining environment and other Large-scale companies.
- A minimum of 5 years hands on work experience with SAP MM module or any Enterprise Resource Planning (ERP) System/ Cataloguing Application.

MAIN OR KEY ACCOUNTABILITIES:

- Lead the team to ensure compliance with GGM environmental, health and safety standard/policies.
- Attending to environmental, health and safety related discussions/meetings.
- On regular basis, identify/review/flag items for mandatory quality inspection in the catalogue.
- Maintain and keep operational a server/network based nonconformance register to record all non-conforming item complaints.
- Ensure that soft copies of all reported quality complaints are kept.
- Ensure that all reported quality complaints are investigated, and recommendation concluded within three working days from date reported/identified.
- On weekly basis, run and share report with respect to outstanding/unresolved quality complaints and advise all stakeholders accordingly.
- Attend to technical queries by resolving them within three working days from date reported.

- On monthly basis, conduct at least one selective/random quality inspection on identified high potential items, this shall include items with shelf life, types/families with high nonconformance rate, items with higher consumption, fast moving items, etc.
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- Attend to technical queries by resolving them within three working days from date reported.
- On quarterly basis, identify all items which have become redundant/ potential obsolete as a result of parent equipment having been retired, inactive or disposed of and confirm with owners as regards required change (from current status to obsolete) in stock status.
- Cause end users to prepare an ANSI to amend stock status as recommended and accepted by end users.
- Update the Quarterly Stock Review Register/database with the entire list of items reviewed in the given quarter.
- Update/review the offsite repairs register and ensure that all offsite repair purchase requests/ purchase orders are captured as well as information with respect serial number, waybill, quoted repair price, replace cost, etc. are updated.
- Cause export documentation to be prepared and items sent for strip & quote not later than seven days from the date of equipment receipt from end user.
- Ensure 541 SAP transaction is posted as soon as the component is dispatched to vendor or immediately after purchase order creation.
- Ensure quotes/strip-inspection report are immediately reviewed as and when received and advise originators as to whether is worth repairing or not.
- Validate replacement price as given by vendor if reflect market price and not inflated.
- Monitor vendor performance such that repair quotes are submitted not later than four weeks from date component having been delivery to vendor.
- Monitor vendor performance such that repair turnaround time (from purchase order amendment date) is within 6 months for local repairs and within 10 months for international repairs.
- Maintain and keep functional a server/network based and system linked Reman Core return and credit claim register, among others showing core reman part number, core description, purchase order number, job number, expiry date, etc.
- Identify/chase for core return, update the register with core returns from workshops to Mantrac, and capture/reconcile credit notes receipts from Mantrac.
- Maintain, update/review Strategic Spares register and ensure that all Strategic spares are captured and updated.
- Ensure, at least once per month, all strategic spares are inspected to determine their physical quantity, physical condition and advise stakeholders accordingly.
- Reconcile the ANSI register with the system (SAP) item catalogue, Infinity (catalogue maintenance) system and ensure that all ANSI register entries are reflected in both systems and if not, take appropriate action or advise stakeholders accordingly.
- Identify and arrange to code all items which are not in catalogue (free text) but with high/repetitive purchase frequencies.
- Undertake Technical Vendor visits & compile reports.

ADDITIONAL REQUIREMENTS:

- Good communication skills in Swahili and English language
- Ability to read and interpret technical drawings
- Analytical skills
- Ability to attend/resolve technical queries relating to products specifications on time
- High Integrity
- Ability to communicate ideas effectively, both orally and in writing
- Good team player
- Qualification in Materials Management/Supply chain function is an added advantage.
- Registration by Procurement and supplies Professionals and Technicians Board (PSPTB) is an added advantage.

- Registration by Engineers registration board (ERB) is an added advantage.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/21456/>

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