

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 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 2 – Investigation
Contract type & Duration:	Unspecified Time Contract
Department:	Security
Reporting to:	General Investigator
Number of Positions:	One (1)

PURPOSE OF THE ROLE:

To conduct investigation duties on all incidents happen on mine site professionally and manage them according to security and company standards, to ensure police and court cases are followed up and give update to the superior, recruit and strengthen informer network to help the mine with proactive intervention to all threats and incidents before they happen.

QUALIFICATIONS:

- Ordinary level for secondary school education and/or above.
- Basic Security training will be added advantage.
- Conversant with all investigation techniques.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- A minimum of 3 years of working experience in Investigation duties especially in gold mining industry.

MAIN OR KEY ACCOUNTABILITIES:

- Adherence to Security Golden Rules and compliance to safety requirement.
- Comply with Voluntary Principles on Security and Human Rights (VPSHR).
- Prepare a Docket / Charge sheet / Complaint forms.
- Investigation of any crime e.g., misconduct cases, theft, etc.
- Gathering of information and evidence.
- Attend disciplinary hearings, Labour Cases, CMA and Court Cases.
- Liaise with Police and Government officials in cases related to the mine.
- Attend after hour investigations and provide update to the section in charge.
- Recording and reporting of security events to the General investigator.
- Develop an informer network inside and outside of GGM boundaries to assist GGM security to act Proactively in preventing losses and to effect arrest.
- Report any information obtained from informants.
- Assist Intelligence Specialist on extending informer network where applicable.
- Open cases and take statements from witnesses and suspect.
- Minimize crime on site by applying professional investigation principles.
- Reward the informants through the proper procedures.

- Identify and rectify potential losses procedures.

ADDITIONAL REQUIREMENTS:

- Computer literate; intermediate to advance MS, Word, and Excel.
- Fluency in English and ability to write concise and analytical Investigation report.
- Statement taking and Offender/ witness interviewing skills.
- Possessing Driving licence and able to drive light Vehicles.
- Ability to work without close supervision.
- Presentation skills
- Ability to maintain confidentiality.

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 2 – Investigation**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/22422/>

- 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 **27th November 2023 at 0530 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