

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 Secondary education and above.
- Basic Security training will be added advantage.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- A minimum of 3 years of 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 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:

- Conversant with all investigation techniques.
- 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/24106/>

- 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 **13th May 2024**
- 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:	Superintendent 2 – Social & Economic Development
Contract type & Duration:	Unspecified time contract
Department:	Sustainability
Reporting to:	Senior Manager - Sustainability
Number of Positions:	One (01)

PURPOSE OF THE ROLE:

To plan and deliver the work required to achieve effective Socio-Economic Development projects outcomes by the application of agreed AGA policies, work processes and standards and through the development of a capable, skilled, and motivated team and an effective process for monitoring compliance to plans, standards and work processes.

QUALIFICATIONS:

- Bachelor's degree in social sciences, Development Studies, Community Development, Business Administration, or any other related field.
- Must have valid Tanzanian driving License.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- At least seven (7) years' experience in a similar role.

SYSTEM / PROCESS ACCOUNTABILITIES:

Community Assessment and CSR plan approval:

- Accountable for preparation of Community Assessment Report.
- Accountable for ensuring that all recommendations provided for CSR development programs and projects plan are in line with government plans and AGA's Community Investment Guidelines.

CSR projects technical evaluation, scoping and guidance:

- Accountable for ensuring that technical evaluation, bills of quantity and scope of work for approved CSR projects are prepared in accordance with requirements and procedures and as per work execution plan.

Implementation of CSR projects:

- Accountable for ensuring that execution processes for all CSR projects are conducted as per work execution plan.

MAIN OR KEY ACCOUNTABILITIES:

Planning:

- Accountable for the development of the work plans for every process.

Training:

- Accountable for the development of a competent and capable team of direct reports.

Control Compliance:

- Accountable for controlling compliance to the standard of work and the delivery of approved plans of work for every process.

Audit Compliance:

- Accountable for the definition of auditing protocols and standards and their application in order to confirm compliance with AGA policies and standards.
- Accountable for delivery of agreed work plans and outcomes, identifying areas of non-conformance/compliance.

Analyse and Improve Compliance:

- Accountable for the analysis and improvement in compliance to the defined standards of work, and work plan delivery by the team members, determining action required to prevent a recurrence of identified non-compliances and reporting issues and actions to the Senior Manager Sustainability.

Reporting:

- Accountable for the preparation and production of timely and accurate reports to internal and external stakeholders in accordance with the defined standards of work.

Budget:

- Accountable for the preparation and delivery of the Socio-Economic Development budget.

AGA LEADERSHIP COMPETENCIES:

Fostering a team environment:

- Promoting Collaboration; Conflict management and Teamwork, Develop Others.

Manage Self:

- Taking ownership of one's personal development.

Building Effective Working Relationships:

- The ability to build and maintain effective collateral and cross functional working relationship.

Building Trust & Accountability:

- Displays high levels of integrity and honesty.

Maximizing Performance Results:

- Solve Problems and Analysing Issues, Taking Initiative

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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 “**Superintendent 2 – Social & Economic Development.**”

Application link: <https://careers.anglogoldashanti.com/job-invite/24111/>

- 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 **17th May 2024 5:30 PM**
- Only shortlisted candidates will be contacted for interviews.

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