

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. AGA has operations in more than ten countries across four continents. The mine 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:	Legal Counsel.
Contract type & Duration:	Unspecified Time Contract
Department:	Legal
Reporting to:	Senior Legal Counsel.
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

The successful candidate will be tasked to deal with legal and regulatory affairs of Geita Gold Mining Limited from its site as well as provision of general but timely, effective, and professional legal advice in issues related to Labour and industrial relation issues, environmental, land take and acquisition, community relations, compliance matters, human rights issues, contract drafting and review as well as any matter affecting or which may potentially affect the business, and which may require legal intervention or attention.

QUALIFICATIONS:

- A University graduate with a degree in Laws. Masters' degree may constitute an added advantage.
- A registered Advocate of the High Court of Tanzania and subordinate courts thereto and licensed to practice to practice law in Tanzania for a period not less than 10 years.

EXPERIENCE:

- At least 10 years of experience practicing corporate, mining, natural resources law or general aspects of law.
- Proven experience in criminal prosecution or defense and civil litigation.
- One must have knowledge in legal practice in Tanzania, procedures and principles pertaining to such practice.
- One must have knowledge in Litigation, policy making, administrative, corporate, environmental, and mining laws.
- Experience in the mining or extractive industry is an added advantage.

MAIN OR KEY ACCOUNTABILITIES:

Litigation

- Enter appearance in the prosecution or in defense of the Company and its resources in all judicial and quasi-judicial bodies including regulatory bodies for and on behalf of the Company.

- Provide active, proactive, and effective oversight of all litigation matters relating to the company including maintaining accurate case reports and records.
- Assist Senior Legal Counsel in formulating an effective strategy for the prevention, management, and resolution of disputes.
- As directed by Senior Legal Counsel, advise, and engage management at site in all decision-making processes concerning litigation.
- Draft necessary documents and correspondences
- In consultation with the Senior Legal Counsel /Company Secretary, liaise with external counsel representing or handling matters for and on behalf of the Company.

Employment and Labour Relations

- In consultation with the Human Resources Department provide guidance, training or any related services as shall be directed by the line manager and other senior managers on labor compliance matters and advise department on general legal aspects of labour, industrial relations, and other aspects of the business.
- Provide advice on relevant corporate, mining, environmental, labour standards, policies, and procedures.

Regulatory and Compliance

- Attend regulatory and compliance aspects of GGM's operations before and when they occur or materialise.
- Monitor and record legal and legislative developments affecting or which may have implication on the Company's operations.
- Provide oversight and support on matters related to permitting and licensing and ensuring timely availability submission of statutory reports to relevant regulatory bodies.
- Prepare, update, and regularly advise and sensitise site Management compliance related matters.
- Draft or review Company policies, contracts, or other documents and to ensure that rights, privileged, entitlements of the Company acquired or emanating from any law, contract, or engagement with third parties are protected and enforced where necessary, where infringed.
- Analyse and identify risks potential presenting legal risks or liability relating and emanating from environmental management and which may negatively impact or expose the company into liability.
- Participate in meeting with stakeholders such as OSHA, MEM, Local Government were requested to do so by Senior Legal Counsel.

General Matters

- Assist the Senior Legal Counsel and where required, the Managing Director on all legal matters as may be required or requested from time to time.
- Assist the Senior Legal Counsel / Company Secretary in all Corporate and Company secretarial matters.
- Participate in advancement, perseverance, and upholding interest of the Company while in contact any third party while representing the Company as may instructed by the Senior Legal Counsel.
- Handle ad-hoc assignments related to company business as shall be required by any Senior Management of the Company on site.

ADDITIONAL REQUIREMENTS:

- Strong interpersonal skills, customer-oriented mind-set, excellent problems solving capacity as well as analytical and organizational skills.
- Skilled in the analysis and interpretation of legal documents, instruments and policies which have or can potentially impact the business of the Company.
- Good planning and organizing skills.
- Strong analytical and leadership skill
- Strong command of both spoken and written English and Swahili
- Ability to work independently, under minimum supervision, under pressure and deliver by meeting deadlines.

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 “**Legal Counsel.**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/24228/>

- 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 June 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](tel:+255282160140) (rates apply) or use our whistle-blowing channels by sending an SMS to [+27 73 573 8075](tel:+27735738075) (SMS rates apply) or emailing speakupAGA@ethics-line.com or use the internet at www.tip-offs.com

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Position:	Tradesperson 1 - Electrician
Contract type & Duration:	Unspecified Time Contract
Department:	Engineering
Reporting to:	Senior Supervisor - Electrical
Number of Positions:	Two (02)

PURPOSE OF THE ROLE:

To assist the Senior Electrical Supervisor -Sitewide Infrastructure by completing all task assignments and all electrical maintenance activities site wide in the Electrical Section so that it can optimize production at a reasonable cost.

QUALIFICATIONS:

- Secondary School Education Examination (CSEE) with VETA Qualification Grade III or Full Technician, Certificate (FTC) in Electrical Engineering or Diploma in Electrical Engineering.
- Valid Tanzanian Driving License B, C or D with defensive driving skills.
- **GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.**

EXPERIENCE:

- Minimum of 3 years working experience in similar position in Mining or related industries or Manufacturing plant.

MAIN OR KEY ACCOUNTABILITIES:

Safety Health and Environment

- Driving the zero harm and injuries initiative by actively promoting health and safety awareness.
- Proactively managing and reducing all hazards in your area of responsibility.
- Maintain housekeeping in area of responsibility.
- Driving the safety leading indicators such as safety interventions, PTOs, inspections etc.
- Driving the risk assessment process withing area of responsibility.
- Driving and implementing AGA Major Hazards Control and Standards including Critical Control Verification.
- Participate and contribute to the compliance to national and international standards and regulations such as NEMC, ISO14001, ISO45001, IMIU, OSHAS, ICMI etc.

Planning and Execution of Electrical Works.

- Observe all Safety requirements relevant to the job in hand.
- Report / Tag out any unsafe equipment immediately.
- Utilize all necessary permits where required.
- Remove all scrap or left-over materials immediately.
- Put /Store all equipment in its proper place.
- Carry out work as required or directed and report unsafe equipment immediate.
- Always maintain a SAFE work environment.
- All planned Electrical to be completed in set time as planned.
- Electrical workplace (mine wide) to be always kept clean and tidy.
- Ensure all Electrical equipment is always available in a safe and maintained state.
- Maintaining all electrical distribution networks and switch gear equipment, MCC's and electrical motors mine wide specifically: All lighting and general power, Mine Medium and Low Voltage distribution network, Electrical switchgears and transformer, All switch room (MCC's), All MV and LV Variable Frequency Drivers (VFD's), All telemetry Systems, All fire detection systems, All Air Conditioning equipment, Kitchen Equipment &Medical equipment.
- Doing regular inspections of equipment, repairs, and equipment replacement mine wide.
- Attend and fix electrical faults accordingly.
- Always use correct tooling.
- Report any lost or damaged tooling.
- To attend and participate in Regular departmental Safety and Toolbox meetings.
- Think about job before commencement - Mini risk assessment.
- Complete all service/Work order sheets.
- Ensuring electrical repairs and installations are carried out as per professional standard and effectively (in your area of responsibility).

TECHNICAL COMPETENCIES REQUIRED:

- Computer Literate – Proficiency in Micro Office products / Basic Computer Skills
- Ability to read and interpret Service and Spare parts manuals, instrument and electrical drawings and make technical drawings.
- Ability to understanding electrical and power system on transmission lines, substations, distributions, system protections, facilities, and electrical personal protective gears.
- Knowledge of Ring Main Units, Variable speed drives, Motor starters, Air Conditioning, etc.

ADDITIONAL REQUIREMENTS:

- Computer literate.
- Excellent knowledge on CMM System preferably SAP System.
- Excellent knowledge of Ring Main Units, Variable speed drives, Motor starters, Air Conditioning & Protection Relays etc.
- Excellent communication in English, both writing and verbal.
- Sound knowledge on health, safety and Environmental issues and procedures.
- Possession of MV certificate of competence and MV Switchgear and maintenance skills

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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 “**Tradesperson 1 - Electrician**”.

Application Link: <https://careers.anglogoldashanti.com/job-invite/24161/>

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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:

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