

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: | Tradesperson 1 – Auto Electrician |
| Contract type & Duration: | Unspecified Time Contract |
| Department: | Engineering |
| Reporting to: | Senior Supervisor – Field Services Electrical |
| Number of Positions: | One (1) |

GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.

PURPOSE OF THE ROLE:

Carry out mining equipment maintenance activities, including preventive, corrective, and breakdown maintenance. Strive to maximize planned tasks and minimize equipment breakdowns by conducting thorough and effective inspections during daily routine checks as scheduled. Accurately record identified defects to support maintenance planning and ad hoc tasks, ensuring appropriate scheduling during planning meetings.

QUALIFICATIONS:

- VETA Trade Test Certificate Grade One/ Level Three in Auto – Electrical.
- Diploma/ Full Technician Certificate in Electrical/ Automotive Engineering or above.
- The incumbent must have a valid Tanzania driving license.

EXPERIENCE:

- At least 2 years of experience working in the Mining industry.
- Working experience with different models of Mining Caterpillar Machines O&K, RH40, RH170 Excavators and MT4400AC, Bell Trucks Normets.
- Proven experience in troubleshooting.
- Knowledge of hydraulic system and competent in Electrical circuits.

ADDITIONAL REQUIREMENTS:

- Sound knowledge on health, safety, and environment.
- Good communication skill both English and Swahili.
- Working under Minimum Supervision.
- Computer literacy.
- Understands how hydroelectric works.
- Understands safety electrical device installed to the machine for keeping equipment health.

MAIN OR KEY ACCOUNTABILITIES:

- Doing effective Electrical inspection on the equipment during Preventive and routine daily inspection as per work package.
- Attending to an equipment breakdown at the field.
- Make sure that break down are minimized and do much of planned works.
- Maintain safety standards in accordance with GGML policies and procedures.
- Maintain good housekeeping all the time.
- Repair equipment and completion of the report to his/her supervisor.
- Execute all assign task in a timely manner.
- Demonstrate Work behaviors consistent with the company values and work within prescribed boundaries, including required behaviors, company policies, standards, procedures, and legislation requirements.
- Meet work delivery deadlines to minimize the demand for purpose without exceeding required by date for work completion.
- Engage with the work execution team to contribute to planning details from those expected to do the work

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 "**Tradesperson 1 – Auto Electrician**"

Application Link: <https://careers.anglogoldashanti.com/job-invite/27660/>

- 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 **16th September 2025 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** (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



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: | Coordinator, HRIS Support |
| Contract type & Duration: | Unspecified Time Contract |
| Department: | Human Resources |
| Reporting to: | Senior Officer – Remuneration & HR Systems |
| Number of Positions: | One (1) |

GGML is an equal opportunity employer: Female candidates are highly encouraged to apply.

PURPOSE OF THE ROLE:

Provide support to Senior Officer – Remuneration & HR Systems in the execution of Human Resources systems functions, ensuring that all Human Resources system tasks are performed in line with the organization policies and procedures. The role requires maintaining the highest level of confidentiality, as it involves handling sensitive employee information.

QUALIFICATIONS:

- First degree in human resources management or information Technology or a related field.

EXPERIENCE:

- 3 - 5 years of relevant experience, preferably with HRIS (Human Resource Information Systems).
- Experience managing HR systems tasks, maintaining employee records, and handling confidential personnel information in line with HR policies, procedures, and organizational practices.
- Experience working with SAP SuccessFactors HR system will be an added advantage.

ADDITIONAL REQUIREMENTS:

- High level of integrity and professionalism.
- Proficiency in Microsoft Office applications.
- Ability to work under pressure and meet tight deadlines.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Awareness of workplace safety and compliance procedures.
- Commitment to promoting diversity, equity, and inclusion in the workplace.

MAIN OR KEY ACCOUNTABILITIES:

- Maintain accurate HR records and ensure data integrity in both HR systems and physical files.
- Process payroll inputs, allowances, and other HR-related transactions in a timely manner.
- Extract, analyze, and distribute HR reports to relevant stakeholders while maintaining confidentiality and ensuring compliance with policies and relevant laws.
- Identify and report any discrepancies or abnormalities in both employment documents and systems and report to Supervisor for action.
- Provide support to other HR officers/time clerks on HR systems related matters when required.
- Respond to day-to-day HR system queries from employees and provide effective resolutions.
- Provide support in managing HR systems, employee data, and other HR operations as required.
- Step in to perform delegated responsibilities during the absence of the supervisor.
- Support the onboarding of new employees, ensuring all documentation, induction processes, and HR records are completed accurately.
- Draft employment-related documents, including internal appointments, promotions, confirmations, and other HR letters.
- Perform employees' work schedule change (WSR) in the system and ensure employees are assigned proper/correct work schedule.
- Administer the offboarding process by ensuring smooth handovers and completion of exit requirements as per the company procedures.
- Execute role authorization and substitution requests, ensuring staffs have the required system access and authority to perform their roles effectively.
- Support compliance with workplace safety, diversity, equity, and inclusion initiatives.

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 "**Coordinator, HRIS Support**".

Application Link: <https://careers.anglogoldashanti.com/job-invite/27713/>

- If you struggle to apply via the link provided, please head over to our website <https://www.geitamining.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 **16th September 2025 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** (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