

VACANCY



People are the business... Our business is people!

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 North Western Tanzania, only about 85 km's from Mwanza City and 20 km's South East 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:	Clerk 1 – Warehouse.
Contract Type & Duration	Permanent.
Job Number:	GGM-2020-XFC-08.
Number of Positions:	01.
Works For:	Senior Supervisor Warehouse.
Qualifications:	A minimum of Certificate of Secondary Education (CSEE) and holder of Certificate in Materials Management.
Experience:	<ul style="list-style-type: none"> • Minimum of 3 years' working experience in Large Scale Mining Warehouses. • Able to operate Telehandler / Forklift/Light Truck • Possession of driving license will be an added advantage
Purpose of the Role:	Responsible for controlling daily receiving, transferring of materials to satellite Warehouses, storing, issuing, record keeping and maintaining stock accuracy as directed by the immediate Supervisor
Main or Key Accountabilities:	<ul style="list-style-type: none"> • Checking properly the items at staging area in comparison with GRN then binning the same properly. • Picking the items from staging area and forwarding the same to the bin location • Proper binning, stacking and storing of material in the Warehouse • Able to print pick list from SAP (Systems Applications and Products in Data processing) ERP System, issuing items to end user and posting the issuing slip into SAP • Checking the inabilities and reporting same to Supervisor • Identifying potentials stock-out and reporting to the Supervisor • Managing daily, weekly and monthly stock count (cycle count) • Identifying Non – conforming items and damaged ones and then reporting them to Supervisor. • Conducting annual stock take as directed • Conversant with machine operations (forklift and telehandler) • Conversant with light truck and light vehicle operations/driving • Confirming the items descriptions and quantities against the GRN (Goods Received Note) and proper handling of materials from Central Receiving Warehouse to Satellite Warehouses. • Offloading delivery trucks, tallying and confirming deliveries • Consignment verification, identifying substandard delivered materials
Additional Requirements:	<ul style="list-style-type: none"> • Tanzanian Driving License as well as able to operate Light trucks and Light Vehicles • Be safety conscious and ability to clean the Warehouse after every work (housekeeping)

	<ul style="list-style-type: none"> • Able to make reasonable decisions. • Physically fit • Must have good written and oral communication skills in English Language • Ability to show initiative and coordination skills and be able to interact with a team • Computer Skills – (Excel and word skills)
Mode of Application:	<p>Application cover letter (Subject should be Clerk 1 - Warehouse and/or quote the job number), detailed CV, copies of relevant certificates, e- mail and telephone contacts, names and addresses of three referees, to be forwarded to below address.</p> <p>You will be required to bring original certificates if you are contacted for interviews.</p>
Contact Address:	<p>Senior Manager Human Resources, Geita Gold Mining Ltd, P.O. Box 532, Geita. Email: jobs.geita@AngloGoldAshanti.com</p>
Application Deadline:	<p>Application letters should reach the above on or before 20th October 2020 – 17hr30. Only shortlisted candidates will be contacted for interviews.</p>
<p>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 24cthonesty@ethics-line.com or use the internet at www.tip-offs.com.</p>	