

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. AngloGold Ashanti (AGA) has operations in more than ten countries across four continents. Geita Gold Mining Limited (GGML) 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:	Specialist 1 - Investigation
Contract type & Duration:	Unspecified time contract.
Department:	Security
Reporting to:	Superintendent 2 – Investigation and Intelligence
Number of Positions:	One (1)

GGML is an equal opportunity employer.

PURPOSE OF THE ROLE:

To investigate all incidents reported on-site and manage the investigation team to ensure all investigation duties are conducted professionally and according to the company standards, develop, and manage the informer network system, enforce compliance to company procedures, work with law enforcement agencies, conduct system and processes audits and inspections, and recommend corrective actions. To keep confidential records and maintain a high level of integrity and professionalism. Coordinate investigation with other security sections to contribute to overall crime prevention and investigation performance.

QUALIFICATIONS:

- Advanced Secondary education and above.
- Knowledge and skills in Investigation and Intelligence.
- Possession of driving license
- Knowledge of cyber and forensic investigation will be an added advantage.

EXPERIENCE:

- Minimum of 4 years' experience in mining and/or extractive industries in investigation duties

MAIN OR KEY ACCOUNTABILITIES:

- Effectively manage the investigation unit, ensuring KPIs are in place and can be measured.
- Investigation of all crime and procedure breach on site.
- Ensure the standby investigation personnel responds timely on the crime scene and submits his report timely.
- Conduct and manage material evidence and witness presentation in internal disciplinary hearings with Human Resource, CMA and criminal cases appearing before the and court of law
- Enforce and ensure instructions from the Investigation and Intelligence Superintendent are adhered to by subordinates.
- Ensure third-party injuries and fatalities are investigated and dockets kept for records.
- Attend after-hour investigation which needs senior officer attention.
- Conducting internal and external crime /security threats assessment against GGML.
- Regularly updating Investigation procedures.

- Ensuring investigation dockets with original hard copies are stored in a safe place by the document controller.
- Enforce case register and make sure all cases are registered for future follow up.
- Conducting risk assessments to identify hazards and develop corrective actions.
- Ensure subordinates' case dockets are inspected on a weekly basis.
- Coaching subordinates to deliver quality output in a timely manner.
- Enforce respectful communication within the section and with all stakeholders.
- Oversee Skill development and Succession planning.
- Coaching, training, and managing the behavior of the whole investigation team.
- Scheduling subordinates to trainings as per budget availability to deliver quality output in the section.
- Ensure cost within the section is aligned to the approved budget.
- Evaluate opportunities by conducting risk assessments to optimize resources.
- Compliance with VPSHR, policy, procedure, and country legal compliance.
- Enforce compliance with VPSHR to avoid potential human rights violations.
- Enforce white flag every day SHE-OSHA 18001/ISO 141001.
- Compliance with AGA values.
- Other tasks as assigned by your supervisor.

ADDITIONAL REQUIREMENT:

- Conversant with all investigation principles and techniques.
- Computer Literate - Intermediate to Advanced MS Office Suits.
- Fluency in English and ability to write concise and analytical investigation reports.
- Report writing skills.
- Ability to demonstrate a high level of awareness of AGA, CARO and GGML Security Management Frameworks to effectively apply lessons and learning within GGML, CARO and AGA where necessary.
- Competency and awareness of current investigation techniques and methodologies.

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 "**Specialist 1 - Investigation.**"

Application Link: <https://careers.anglogoldashanti.com/job-invite/25981/>

- 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 **24th January 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-

