



1. JOB TITLE: PROCESS PLANT OPERATOR (1 POST)

📍 Location: Singida Gold Mine, Ikungi District – Tanzania

📅 Work Schedule: 4 Weeks On / 2 Weeks Off

📅 Contract Type: Open-Ended

👤 Reports To: Process Plant Supervisor

🔍 Role Overview

The Process Plant Operator is responsible for the safe and efficient operation of the Processing Plant to achieve production targets and metallurgical performance requirements. The role focuses on quality, safety, and operational discipline, with no supervisory responsibilities.

⚙️ Key Responsibilities

Operations & Production

- ✓ Operate the Process Plant safely and efficiently to achieve production targets and metallurgical KPIs.
- ✓ Monitor production and product quality, identifying and resolving operational issues promptly.
- ✓ Collect samples for laboratory analysis and perform basic quality control checks.

- ✓ Comply fully with all Safety, Occupational Health, and Environmental policies and procedures.
- ✓ Attend safety meetings and remain alert to identify and mitigate hazardous conditions.

Equipment & Maintenance Support

- ✓ Operate Process Plant-related mobile equipment only when licensed, trained, and authorised.
- ✓ Report operating problems and maintenance requirements to the Shift Supervisor.
- ✓ Assist maintenance personnel with troubleshooting, repairs, and maintenance activities.

Continuous Improvement & Integrity

- ✓ Work independently with minimal supervision and demonstrate proactive problem-solving.
- ✓ Participate in training programs to enhance skills and role competency.
- ✓ Support Process Plant security initiatives to prevent theft, loss, and fraud.

Qualifications & Experience

Qualifications

- ✓ Certificate of Secondary Education (O-Level or A-Level).
- ✓ FTC or Trade Test Certificate Grade I from a recognised institution.
- ✓ Valid Driving Licence and/or Mobile Equipment Operating Licence.

Experience

- ✓ Minimum of 2 years' experience in a similar role within a Process Plant environment.
- ✓ Good written and verbal English communication skills.

Skills & Competencies

- ✓ Strong communication and interpersonal skills.
- ✓ Ability to work effectively under minimal supervision.
- ✓ Resilient, resourceful, and safety-conscious.
- ✓ Understanding of Tanzanian customs and legal processes.
- ✓ Good influencing and teamwork abilities.

2. JOB TITLE: INTERN – EXPEDITOR (1 POST)

- 📍 Location: Singida Gold Mine, Ikungi District – Tanzania
- 📅 Work Schedule: 5 Days On / 2 Days Off
- 📅 Contract Duration: 6 Months
- 👤 Reports To: Procurement Superintendent

Role Overview

The Intern – Expeditor is responsible for supporting the timely delivery of goods, materials, and services by coordinating with suppliers, logistics providers, and internal stakeholders. The role focuses on tracking shipments, resolving delivery-related issues, and maintaining effective communication to ensure project timelines and operational requirements are met. This position offers practical exposure to supply chain coordination while ensuring full compliance with safety, health, and environmental requirements.

Key Responsibilities

- ✓ Monitor shipments, track delivery dates, and ensure compliance with agreed delivery schedules.

- ✓ Communicate regularly with suppliers and logistics providers to ensure timely dispatch and delivery.
- ✓ Identify and resolve potential delivery issues, including delays and stock shortages.
- ✓ Coordinate with internal user departments to ensure smooth receipt of goods and materials.
- ✓ Analyse delivery performance and prepare reports on shipment status, delivery timelines, and potential risks.
- ✓ Identify opportunities to improve expediting processes and operational efficiency.
- ✓ Ensure adherence to all Safety, Occupational Health, and Environmental policies, procedures, and guidelines, including incident and accident reporting.

Qualifications & Experience

Qualifications

- ✓ Bachelor's degree in Procurement, Logistics and Supply Chain Management, or equivalent.
- ✓ No prior work experience required.

Skills & Competencies

- ✓ High level of computer proficiency (MS Word and Excel).
- ✓ Excellent communication and negotiation skills.
- ✓ Strong analytical and problem-solving abilities.
- ✓ Ability to prioritise tasks and manage multiple shipments simultaneously.
- ✓ Good organisational and coordination skills.

3. JOB TITLE: CIVIL ENGINEER

- 📍 Location: Singida Gold Mine
- 📅 Work Schedule: 6 Weeks On / 3 Weeks Off
- 📅 Contract Duration: 1 Year
- 👤 Reports To: Project Coordinator

Role Overview

The Civil Engineer will provide professional civil engineering expertise across the planning, design, construction, inspection, and lifecycle management of civil, structural, and geotechnical infrastructure at the mine site. The role ensures that all engineering works are safe, compliant, and fit for purpose, while supporting operational continuity and long-term asset integrity. The incumbent contributes directly to production efficiency, safety excellence, cost control, and sustainable growth.

Key Responsibilities

- ✓ Prepare conceptual designs, project scopes, and coordinate execution of civil and structural projects.
- ✓ Review and verify engineering designs, drawings, and technical details for compliance and accuracy.
- ✓ Supervise civil and structural works, including equipment installation and commissioning.
- ✓ Develop and implement Quality Control and Quality Assurance Plans for projects.
- ✓ Prepare project schedules, monitor progress, and track performance against timelines.

- ✓ Conduct safety and progress review meetings with contractors in line with project schedules.
- ✓ Provide technical guidance to supervisors and trades personnel to ensure safe and effective execution.
- ✓ Coordinate with contractors on site permits, approvals, and compliance requirements.
- ✓ Manage routine administrative activities related to project teams and contractors.
- ✓ Compile and review progress and cost reports to ensure projects remain on schedule and within budget.
- ✓ Ensure supervision and workmanship meet acceptable engineering and quality standards.

Qualifications & Experience

Qualifications

- ✓ Bachelor's degree in Civil Engineering.
- ✓ Registered with the Engineers Registration Board (ERB) as a Professional Engineer.
- ✓ Proven experience in earthworks, steel structures, and concrete design.
- ✓ Direct experience with tailings management or heavy industrial infrastructure.
- ✓ Strong proficiency in AutoCAD drafting, project management software (e.g. Microsoft Project), and structural analysis/design software (ETABS, SAP2000, Prokon, Protostructures, or equivalent).

Experience

- ✓ Minimum of 3–5 years' experience, with at least 3 years in a mining or heavy industrial environment.

Skills & Competencies

- ✓ Strong time management and planning skills.

- ✓ Effective communication skills, with fluency in English and Swahili.
- ✓ Strong coordination and stakeholder management capabilities.

How to Apply

Submit your CV and relevant certificates, clearly indicating the job title in the email subject, to: **recruitment@shantagoldltd.com**

Application Deadline: 31st December 2025

If you are not contacted by the Company within 14 days after the closing date, please consider your application unsuccessful.