



## **1. JOB TITLE: Driver**

### **Position Description**

**Bulyanhulu Gold Mine** is seeking to recruit a **Driver** to join and grow with our team. The purpose of this role is to transport company employees to assigned, approved destinations by means of Company vehicles according to Company Standard Operating Procedures & Tanzanian traffic Laws as well as carry out other duties assigned within the area of skill & competence.

Join our exceptional team and embody Barrick's core values as you work with us. We are in search of individuals who can champion Barrick's DNA by:

- Communicating **Honestly, Transparently, and Acting with Integrity**
- Exhibiting a **Results-Driven** approach
- Delivering solutions that are **Fit for Purpose**
- Dedicating themselves to **Building a Sustainable Legacy**
- Taking **Responsibility and being Accountable**
- Committing to **Zero Harm**
- Cultivating strong and meaningful **Partnerships**

If you're ready to contribute to our **world-class team** while embracing these values, we encourage you to apply and become a valued member of our diverse workforce.

**Reporting to: Facilities & Services Officer**

**Duration: Permanent**

### **Responsibilities:**

- All possible hazards on route and inside workplaces identified, rectified and/or reported daily when on shift.
  - Zero involvement in an incident/ accident, those occurred are reported to the leader within the Shift & relevant authorities if needed.
  - Carry out housekeeping activities before and after every task/trip completed.
  - 100% Compliance to wearing the correct PPE for the task at all times.
  - Maintain driver & passenger safety at all times during travel.
  - Zero complaints/grievances from team members about your Team Membership.

- Leader confirms through evidence that you value team membership & actively participate.
- 100% Compliance to all local traffic signs at all times when driving.
- 100% Compliance to Company Standard Operating Procedures, on and off-site at all times , including but not limited to:
  - Pre-start inspection
  - Parking
  - Maximum speed
  - Use of IN-THINK
  - Emergency procedure
  - Loading/unloading material
  - Only assigned, approved travel routes to be used for transporting passengers to specific destinations, Night travel & breaks adhered to as per Company Policy.
  - 100% Adherence to manual lifting/loading principles when handling luggage.
  - 100% of reports/ feedback sessions accurately & correctly completed and submitted on time.
  - Handovers & shift review conducted at the end of every shift

**Qualification Requirements:**

- Certificate of Secondary Education Examination (Form Four 4)
- Passenger Service Vehicle Certification
- Class C National Driving license

**Experience and Skills Requirements:**

- Emergency Procedures
- Incident reporting
- Health & Safety Act
- Driving Induction Training
- IN-THINK Training
- Manual Lifting/Loading Training
- VETA Driver Training
- Basic Computer Skills
- Good Communication Skills, English & Swahili
- Light Vehicle License (M) Code C National
- Time Management
- Hazard Identification & Risk Assessment
- Punctuality
- Customer Service
- Site Driving License
- Conflict Handling
- Minimum 1 year driving experience in transporting passengers in a manual and automatic transmission vehicle/minibus

**APPLY HERE**

## **2. JOB TITLE: Receiving Officer**

### **Position Description**

**Bulyanhulu Gold Mine** is seeking to recruit a **Receiving Officer** to join and grow our team. To carry out day to day warehouse receiving operations aimed at receiving and binning the right quantity and right quality of materials delivered at the Mine Central Warehouse.

Join our exceptional team and embody Barrick's core values as you work with us. We are in search of individuals who can champion Barrick's DNA by:

- Communicating **Honestly, Transparently, and Acting with Integrity**
- Exhibiting a **Results-Driven** approach
- Delivering solutions that are **Fit for Purpose**
- Dedicating themselves to **Building a Sustainable Legacy**
- Taking **Responsibility and being Accountable**
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- Cultivating strong and meaningful **Partnerships**

If you're ready to contribute to our **world-class team** while embracing these values, we encourage you to apply and become a valued member of our diverse workforce.

### **Responsibilities:**

- Ensure safe work practices, i.e. attending compulsory safety courses and meetings, use of required PPE, incident/accident reporting and ensuring total adherence to all Safety, Occupational Health and Environmental Policies, as well as other relevant policies, procedures and guidelines
- To be responsible for the safety standards of goods stored and issued from facilities of Bulyanhulu Gold mine warehousing operations
- To carry out day to day warehouse receiving operations aimed at receiving and binning the right quantity and right quality of materials delivered at the Mine Central Warehouse
- Take responsibility for the safe operation of all Forklifts and other required material handling equipment
- Ensure warehouse housekeeping and all activities are carried out to a standard that is conducive to ensuring an injury free workplace
- To ensure delivery personnel and other visitors to the warehouse comply with Bulyanhulu Gold Mine safety Policies.
- Ensure any discrepancies are reported to the responsible department in a timely manner.
- To operate the weighbridge for bulky deliveries

- To provide efficient and timely service to customers and interfacing departments to meet or exceed the needs of the business
- Provision of parts interpretation and alternative parts possibilities
- Maintain strong communication links with all customers and interfacing departments to assist others to meet business objectives
- Participates in stock take
- To maximize the use of available technology to maintain a high standard and cost-effective materials management service in an expanding and changing business environment

**Qualification Requirements:**

- Diploma in Procurement and Supply Management
- Registered with the Procurement and Supplies Professionals and Technicians Board (PSPTB) as a Procurement and Supply Technician will be an added advantage.
- Must have a valid Class E driving license and/or be certified to operate all appropriate materials handling equipment.

**Experience and Skills Requirements:**

- Ability to operate all appropriate materials handling equipment: eg, Forklift, mobile crane, scissor lift, trucks etc.
- Knowledge on basic MS Office applications - Outlook, Excel and Word in etc.
- Valid License to operate materials handling equipment minimum Class E
- Good Communication skills
- Customer service skills
- Good Work Ethics
- 1-2 Years previous Warehouse/Logistics experience

**APPLY HERE**