

POSITION	Clerk 2 – Data Entry – (Training Safety & Services)
DEPARTMENT	Human Resource
LEVEL	1M / B4
LOCATION	Geita Gold Mine Tanzania
EMPLOYMENT STATUS	Permanent

OBJECTIVE OF THE ROLE

The training unit is involved in providing various training courses to meet legal requirements and to equip employees with the necessary skills. To achieve the training goals and objectives, the maintenance of training records is crucial. Therefore, the role purpose of Clerk 2 data entry is to ensure training records is accurate and secure into digital systems, while maintaining data integrity. This includes handling routine clerical tasks relating to entering or updating data in the Learning Management System (LMS) and on other storage tools/facilities.

ROLE ACCOUNTABILITIES

- Assist Training Manager in creating and maintaining an efficient training schedule, record attendance, and preparations of reports
- Provide Line Manager with updated development Reports when required and maintaining a reliable documentation system.
- Ensure the functionality of training equipment, distributing training resources are well managed, such as reserving space for training sessions
- Retrieve Training records from the database or electronic file timely when needed
- Perform regular backups to ensure training records preservation
- Administer OneHR and CARtrain Learning Management System, upload and update online training records.
- Organizing notifications to Head of departments, candidates, and the trainers for offsite training arrangements.

ROLE REQUIREMENTS

Education & Qualification

- Diploma or Degree in Records Management/ Secretarial services

Experience

- Two (2) years working on records management or secretarial work

Knowledge & Skills

- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel etc)
- Ability to recognize errors and inconsistencies through verifying data by
- Ability to read and record information through data entry devices rapidly and accurately
- Proficient in office software and data management systems
- Ability to recognize errors and inconsistencies through verifying data by comparing it to the source documents

MODE OF APPLICATION

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Our Values





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You will also be required to upload a cover / application letter addressed to “**Director Human Resources**”, Geita Gold Mining Ltd”. Subject should be “**Clerk 2 – Data Entry – (Training Safety & Services)**”

Application Link: <https://careers.anglogoldashanti.com/job-invite/29370/>

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- 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 4th May 2026 at 11:59 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

POSITION	Assistant 1 – Grade Control
DEPARTMENT	Geology / Mine Geology
LEVEL	1M / B2
LOCATION	Geita Gold Mine Tanzania
EMPLOYMENT STATUS	Permanent

OBJECTIVE OF THE ROLE

To execute and maintain quality RC drilling process by ensuring quality samples are recovered from RC drilling rigs. Collect and document accurate data into Tally sheets, reports and other adopted systems and ensure that sample contamination and sample loss are minimised

ROLE ACCOUNTABILITIES

- Ensuring that all geology work is undertaken in a safe, healthy, and environmentally friendly manner.
- Ensuring and implementation of all grade control sampling procedures at RC Grade Control drilling area.
- Ensuring all grade control samples are collected, bagged, labelled and aligned as per standard procedure.
- Ensuring sample bags and chip trays are prepared and submission forms are accurately documented with sample numbers and QAQC in a correct order.
- Ensuring all grade control samples are collected from drilling site to geology dispatching area maintaining QAQC standards
- Ensuring grade control end of shift summary report is completed and submitted to supervisor at the end of each shift
- Provide direct output support (DOS) to Supervisor – Mine geology regarding drilling practice and ore dilution control.
- Identify strengths and weaknesses and recommend focus points to improve the process of RC grade control drilling as well as the RC drilling procedures in place.
- Identify Hazards and Conduct Safety Leading Indicators as per Dept schedule
- Daily/End of Shift grade control drilling report submission (Tallies or as deemed necessary)

ROLE REQUIREMENTS

Education & Qualification

- Certificate of secondary education (Form 4)

Experience

- Exposure to Open Pit Mining environment is added advantage

Knowledge & Skills

- Basic understanding of Open Pit environment and sampling

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Our Values





Application Link: <https://careers.anglogoldashanti.com/job-invite/29428/>

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POSITION	Guard Security
DEPARTMENT	Security
LEVEL	B2 / 1L
LOCATION	Geita Gold Mine
EMPLOYMENT STATUS	Permanent

OBJECTIVE OF THE ROLE

To provide professional physical security services in the Process plant by safeguarding people and company assets.

ROLE ACCOUNTABILITIES

- To observe and adhered to safety standards and high-risk security standard procedures.
- Control and monitor entry and exit of all staff, contractors and visitors.
- Verify ID cards and gate pass authorization forms.
- Control delivery vehicles and verify vehicle authorized forms
- Ensure only authorized materials are removed from the processing plant through Waybill system.
- Conduct vehicle and personal searches to all access points and search cubicles
- Maintain airlock housekeeping by ensure the airlock is free from any gold bearing material
- Visitors and delivery trucks escorts within the process plant.
- Conduct foot patrols around gold processing plant and around the perimeter.
- Conduct security inspections for perimeter and perimeter lights for any fault.
- Report any suspicious behavior, procedure breach, fence breach, and theft incidents to the shift supervisor.
- Conduct interior high risk areas patrols and disruptive searches within process plants.
- Prevent entry to the restricted high-risk areas.
- Participate in monitoring or overseeing of metallurgy high risk activities such as mill relining, plant shutdowns and daily maintenance.
- Participate in loading the high-risk value Dore" (core product) during Bullion/Shipment
- Ensure compliance with all high-risk areas' registers
- Actively participate in identifying potential losses and vulnerability checks etc.
- Receiving and recording of security operation recovery samples and delivering them to SGS Lab technician or SGS Lab Manager.

ROLE REQUIREMENTS

Education & Qualification

- Ordinary secondary school certificates

Experience

- At least 2 yrs experience as a security guard in the mining industry.

Knowledge & Skills

- Basic security training skills
- Basic military training or any other basic Police training.

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Application Link: <https://careers.anglogoldashanti.com/job-invite/29478/>

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POSITION	Tradesperson 1 – UG -Mechanic
DEPARTMENT	Engineering
LEVEL	1M / C1
LOCATION	Geita Gold Mine Tanzania
EMPLOYMENT STATUS	Permanent

OBJECTIVE OF THE ROLE

Successfully help delivery of the planned maintenance regime, fulfilling its statutory obligation, whilst also providing a breakdown reactive response harmonizing both customers and organization requirements.

ROLE ACCOUNTABILITIES

- Performing mechanical diagnostic on equipment and other machines to identify faults.
- Repairing Mechanical and Electronic Faults in Jumbos, Solos, CAT machines, truck, loader and IT's and normal normet machines, replacing damage or fault's part where necessary.
- Performing checks and tests to verify the success of repair work.
- Assembling and installing mechanical and electronic systems in the equipment.
- Maintain and repair various kinds of petrol and diesel engine motor vehicle.
- Maintain regular liaison with maintenance planner to order parts and equipment as necessary.
- Conduct inspection on equipment's to identify damage or defects and document on the inspection register and submit to your supervisor for more actions.
- Execute all mining equipment maintenance tasks assigned following approved work procedures.
- Ensure all tasks are performed safely according to GGM Safety Standards procedures.
- Repair equipment and report completion of tasks to Senior Supervisor.
- Ensure work is performed to the OEM'S standard and ensure quality of work increases over time after the equipment is released to production.
- Be able to plan work before execution.

ROLE REQUIREMENTS

Education & Qualification

- VETA trade test certificate grade one or level three in mechanic engineering
- Diploma or FTC in mechanical or automotive engineering

Experience

- Three years' experience and above working in the underground equipment's Caterpillar Truck, Loader, Sandvik Truck & Loader, Normet and Drill Rigs
- Previous experience in a similar role or time spent working on mechanical components on the equipment.

Knowledge & Skills

- Organizational skills and ability to work as part of a team
- Advising your supervisor of any situations or conditions that could create obstacles to, or opportunities for, the work of the managerial team or company
- Ability to act as a supervisor when assigned

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Application Link: <https://careers.anglogoldashanti.com/job-invite/29361/>

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POSITION	Technical Aid 2 - Ore Control
DEPARTMENT	Geology / Mine Geology
LEVEL	1M / B4
LOCATION	Geita Gold Mine Tanzania
EMPLOYMENT STATUS	Permanent

OBJECTIVE OF THE ROLE

To execute and maintain an effective ore mining and movement process to ensure that only the right ore materials are delivered to the mill.

ROLE ACCOUNTABILITIES

- Flagging of ore perimeters using tapes and rock marking paints as per ore plan ore boundary map in a timely manner without affecting production.
- Control of ore mining in assigned active pit in accordance with dilution and ore loss procedure and that ore been directed to the correct stockpiles at satellite ROM pad as well as at the main ROM.
- Correctly counting and recording all the ore mining truck from each ore perimeter using Tallies and tough book.
- Capture and record all ore movements from the pit and ROM PADS so that accurate data can be provided for reconciliation.
- Provide direct output support (DOS) to supervisor - mine geology regarding ore mining and dilution control.
- Assist the reconciliation process by providing quality data for ore mined and crushed and follow the changes made to stockpile.
- Maintaining proper communication with modular dispatch, HME operators (digger, trucks, dozer, grader) to correctly handle ore mining and avoid ore loss/dilution.
- Be observant on oil leaks from any machines in the pit, if leaks develop whilst in the pits, advise the equipment off the ore zone as soon as practical. In case of Machine service, allocate the machine on service at the area without ore.
- Identify all potential causes of ore loss and dilution during ore mining, report any adjustment or rectification required to ore perimeter, any changes should be indicated in the plan for references and put a comment on your working tallies.
- Identify strengths and weaknesses and recommend focus points to improve the process of ore mining as well as the ore control procedures in place.
- Check all necessary markup required before ore mining i.e. toe line well marked, battery pegs, and TBM in place for floor level control. Any miss must be reported to Survey team, bench foreman and your supervisor.
- Identify Hazards and Conduct Safety Leading Indicators as per dept schedule
- Daily/end of Shift ore movement report submission (tallies or as deemed necessary)

ROLE REQUIREMENTS

Education & Qualification

- Certificate of Secondary education (Form 4)
- Valid Tanzanian Driving License

Experience

- Minimum of 3 to 5 yrs working in a mining related environment

Knowledge & Skills

- Understanding of Open Pit Ore control systems and processes
- Basic understanding of ore dilution control process
- High energy, commitment, and teamwork commitment.
- Understanding of geology mining production workflow

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Application Link: <https://careers.anglogoldashanti.com/job-invite/29365/>

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POSITION	Supervisor - HME Field Service
DEPARTMENT	Engineering – HME Field Service
LEVEL	1M / C2
LOCATION	Geita Gold Mine
EMPLOYMENT STATUS	Permanent

OBJECTIVE OF THE ROLE

To do mining equipment maintenance such as preventive maintenance, corrective maintenance and breakdown work, maintain a well-planned task to minimize break downs by doing proper and effective inspection during daily routine inspection as scheduled, also recording defects for planning maintenance and ad hoc work purpose which will lead to have right schedule time for the tasks during planning meeting. Maintain safety standard throughout before, during and after completion of the task executions

ROLE ACCOUNTABILITIES

- Doing effective mechanical inspection on the equipment during preventive and routine daily inspection as per work package
- Self-driving on tending to equipment break downs at the field.
- To make sure that breakdowns are minimized by following proper planned work
- Maintain safety standards and be brother's keeper in the team.
- Works under minimal supervision
- Self-motivated and self-disciplined
- Avoid been conflicts creator within the team.
- Understand the company Value that "safety is our number 1 value".
- Maintain good housekeeping all the time.
- Repair equipment and completion of the report to his or her supervisor.
- 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.

ROLE REQUIREMENTS

Education & Qualification

- Must have VETA Grade test1 in motor vehicle mechanics or FTC Diploma in mechanical, automotive engineering or above.
- Must have a valid Tanzania driving license.

Experience

- Three years' experience on HME mining machines

Knowledge & Skills

- Skilled in mechanical and auto electrical
- Computer literate

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Application Link: <https://careers.anglogoldashanti.com/job-invite/29363/>

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