



## **1. JOB TITLE: PROCUREMENT OFFICER**

**Location: New Luika Gold Mine, Tanzania**

**Roster: 6 Weeks On / 3 Weeks Off (42/21)**

**Department: Mine Administration**

**Reporting To: Procurement Superintendent**

### **ROLE PURPOSE**

SMCL is seeking a detail-oriented Procurement Officer responsible for sourcing, purchasing, and expediting materials in support of mining operations. The role ensures all procurement activities comply with company policies, local content requirements, and regulatory standards.

### **Key Responsibilities**

- Liaise with internal departments to understand procurement requirements
- Review and validate purchase requisitions for accuracy and approval
- Conduct market research to identify suppliers and sourcing opportunities
- Solicit bids and obtain competitive quotations
- Evaluate and compare supplier quotations for decision-making
- Negotiate pricing, delivery terms, and specifications with suppliers
- Process purchase orders, requisitions, and change orders
- Expedite orders and follow up to ensure timely delivery
- Coordinate receipt and inspection of goods with warehouse/logistics teams
- Manage return-to-supplier processes for non-conforming goods
- Monitor supplier performance in quality, cost, and delivery compliance
- Ensure adherence to Local Content Requirements and Tanzanian regulations

- Maintain accurate procurement records and audit documentation
- Support cost control through effective sourcing and negotiation
- Prepare and submit weekly procurement performance reports
- Uphold ethical procurement standards and transparency
- Support continuous improvement of procurement systems
- Perform other duties as assigned by the Procurement Superintendent

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

### **Qualifications & Experience**

- Bachelor's degree in Procurement, Supplies, Business Administration, or related field
- Membership with Procurement Registration Board (mandatory)
- 3–5 years' procurement experience
- Mining or exploration experience is an added advantage
- Strong knowledge of Tanzanian import/export regulations
- Proficiency in Microsoft Office Suite

## **HOW TO APPLY**

Interested candidates are invited to submit their CVs, copies of certificates, and a cover letter, clearly indicating “**Procurement Officer**” in the subject line, to: [recruitment@shantagoldltd.com](mailto:recruitment@shantagoldltd.com) not later than **08th May 2026**.

## **2. JOB TITLE: ASSET PROTECTION OPERATIONS SUPERINTENDENT**

**Location: Singida Gold Mine**

**Contract Type: Open-Ended**

**Roster: 6 Weeks On / 3 Weeks Off**

## **ROLE PURPOSE**

This role is responsible for ensuring that all asset protection requirements are effectively implemented while supporting safe, secure, and efficient operations. The

successful candidate will play a key leadership role in operational planning, risk management, intelligence coordination, and team supervision.

## **KEY RESPONSIBILITIES**

### **Operations & Security Oversight**

- Oversee day-to-day asset protection operations across site
- Ensure all security posts are staffed according to risk profiles
- Monitor compliance with SOPs, post orders, and company policies
- Coordinate rapid response and emergency preparedness functions.

### **Leadership & Team Management**

- Provide leadership and coaching to Coordinators, Team Leaders, and Officers
- Manage departmental rosters and leave planning
- Oversee performance appraisals and staff development
- Ensure proper induction and ongoing training of personnel.

### **Reporting & Intelligence**

- Compile and submit daily, weekly, and monthly reports
- Gather and analyse intelligence to mitigate risks
- Advise management on emerging security trends and threats
- Ensure timely communication of critical information.

### **Compliance & Stakeholder Engagement**

- Ensure adherence to company policies, security standards, and legal requirements
- Represent the company in engagements with government authorities and stakeholders
- Promote awareness of security procedures among employees and contractors

### **Health, Safety & Environment (HSE)**

- Champion a strong safety culture across the department
- Participate in safety committees and HSE initiatives

- Ensure alignment with corporate safety objectives

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

### **Qualifications**

- Certificate of Secondary Education (O-Level or A-Level)
- Formal qualification in Policing or equivalent
- Certificate/Diploma in Security and Risk Management
- Knowledge of Voluntary Principles on Security and Human Rights
- Basic IT certification or equivalent
- Valid driving licence.

### **Experience & Skills**

- Minimum 5 years' experience in asset protection/security (mining or policing environment)
- Proven experience in rapid response, crowd control, and labour conflict management
- Strong understanding of risk management principles
- High computer literacy (MS Word, Excel).
- Excellent communication skills in English and Swahili.

## **HOW TO APPLY**

Interested candidates are invited to submit their CVs, copies of certificates, and a cover letter, clearly indicating **“Asset Protection Operations Superintendent”** in the subject line, to: [recruitment@shantagoldltd.com](mailto:recruitment@shantagoldltd.com) not later than **08th May 2026**