



1. JOB TITLE: Administration Officer

- Job Identification: 240786
- Posting Date: 16/06/2026, 14:38
- Apply Before: 23/06/2026, 03:00
- Job Schedule: Full time
- Locations: Kahama Shinyanga, Kahama, Shinyanga, P.O. Box 891, TZ

Shinyanga, Tanzania, United Republic of

JOB DESCRIPTION

Position Description

Bulyanhulu Gold Mine is seeking to recruit an **Administration Officer** to join and grow our team. The Administration Officer is responsible for coordinating and supporting daily administrative, travel, transportation, and office operations to ensure efficient and professional business support services within the organization. The role exists to maintain smooth movements and travel arrangements for staff and contractors of the mines (Bulyanhulu, North Mara and Buzwagi Mines) and regional teams, and ensure country office facilities, safety, and administrative services are managed effectively in line with company standards and operational requirements.

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.

Responsibilities:

- Maintain a positive safety culture of Barrick's Journey to Zero.
- Collect travel requests and confirm purpose, dates, and approvals.
- Advise staff on travel options, routes, and cost-effective alternatives
- Ensure bookings comply with organizational travel policies
- Prepare timely the daily travel itineraries (flights, accommodation, and ground transport)
- Book and confirm flights and railway tickets, accommodation, and airport transfers.
- Coordinate with travel agents, airlines, hotels, and transport providers and supervise the drivers to ensure all arrangements are intact and ensure the best and efficient experience
- Prepare transfer plans (hotels, airports, operations etc.) at least one day in advance and share them with drivers, service providers, and departmental team members.
- Track and communicate with travelers of ticketing deadlines, fare changes, and cancellations
- Maintain updated travel records, itineraries, and staff movement registers.
- Prepare charter plane manifests and coordinate related logistics activities, including updates and communication of changes to charter and commercial flight schedules
- Monitor travel advisories and alert staff to risks or restrictions.
- Support event logistics (venues, catering, participant travel)
- Track staff movements when travelling for safety (especially field missions).
- Coordinate travel for recruitment, training, workshops, and conferences
- Support administrative activities for the mine sites and regional executive team
- Coordinate and maintain office quality, cleanliness, facilities, consumables and access
- Ensure office health, safety, and compliance requirements are maintained.
- Maintain and monitor office first aid kits to ensure adequate supplies are always available.
- Coordinate boardroom bookings, meeting setups, refreshments, and visitor support services.
- Supervise the reception, security guards, and support office access for visitors from mine sites, regional executives and external stakeholders.
- Maintain proper filing systems and office records, both electronic and physical.
- Perform any other administrative duties as assigned by your supervisor

Qualification Requirements:

- Diploma in Business Administration, Office Administration, Travel & Tourism, Logistics, or related field
- Conversant with Computer applications Microsoft Office, especially (MS Word, Excel and PowerPoint)

Experience and Skills Requirements:

- Two Years' experience in Administration in travel/transportation field work and office Administration support

- Good work ethics and a strong attitude to safety is an essential requirement for this position.
- Must be able to work very independently and with very minimal supervision.
- Must have relevant skills on Information Technology
- Must be Competent in MS office applications.
- Must demonstrate not only good oral communication skills in Kiswahili and English but must have excellent Kiswahili and English Writing skills

[APPLY HERE](#)

2. JOB TITLE: Jumbo Operator Trainer

- Job Identification: 240739
- Posting Date: 16/06/2026, 06:43
- Apply Before: 25/06/2026, 03:00
- Job Schedule: Full time
- Locations: Kahama Shinyanga, Kahama, Shinyanga, P.O. Box 891, TZ

Shinyanga, Tanzania, United Republic of

JOB DESCRIPTION

Position Description

Bulyanhulu Gold Mine is seeking to recruit a **Jumbo Operator Trainer** to join and grow our team. This role is responsible to oversee and direct all activities related to the DB Jumbo Operator, ensuring safe, efficient, and cost-effective construction and maintenance of underground infrastructure.

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**
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Reporting to: Mining Operations Superintendent

Duration: Fixed Term

Responsibilities:

- Perform proper Pre- Inspection
- Tram Equipment to designated area
- Conduct equipment setup for drilling
- Face preparation & marking off
- Installation of Ground Support
- Perform Drilling Activities
- Uncouple equipment & remove from workplace
- Ensure all Equipment are clean
- To Record & Report Drilling Performance
- Monitor & control drilling cycle & efficiencies
- Ensure Blasting Holes are Clean
- To perform Charging Activities
- Assist with the training and skills development of trainees.
- Ensure that all incidents are reported and investigated in accordance with BARRICK requirements.
- To provide technical, practical and field support in various working areas of the mine focusing in increasing work effectiveness and productivity while lowering cost through improved good operational practices.

Qualification Requirements:

- College or technical training equivalent to 2 years of study
- Ability to read and understand designed ground support plans
- Basic electrical and mechanical knowledge of jumbo rigs
- Must demonstrate good oral / written communication skills in English
- Team Player and result oriented
- Mines Health & Safety Act Awareness.

Experience and Skills Requirements:

- Minimum of 5 years' experience in operating single and double boom
- Experience in operating machine in large underground mining operation
- Performing tasks under minimal supervision and monitoring
- Establish and maintain effective working relationships with those contacted in the course of work.
- Being honest, respectfully, transparent and act with integrity.

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