VACANCY

ANGLOGOLDASHANTI
Geita Gold Mining Limited

People are the business…Our business is people!

Geita Gold Mining Ltd (GGML) is Tanzania's leading gold producer with a single operation in Geita Region. The company is a subsidiary of AngloGold Ashanti, an international gold producer headquartered in South Africa, with operations in more than ten countries, in four continents. The mine is situated in the Lake Victoria Gold fields of North Western Tanzania, only about 85 km's from Mwanza City and 20 km's South East of the nearest point of Lake Victoria. The company has its head office in Geita, only 5 Km's west of the fast-growing town of Geita, and also a supporting office in Dar es Salaam. Applications are invited from ambitious, energetic and performance driven individuals to fill in vacant position(s) mentioned below:

Position:	Record Management Team.
Job Number:	GGM-2020-XUM-01.
Number of Positions:	17 (**Specific Task**).
Works For:	Administration Superintendent.
Qualifications:	➢ Diploma in any related course. ➢ Certificates in document management. would be an advantage.
Experience:	➢ Experience in document management or imaging programs would be an advantage.
Purpose of the Role:	**There is a requirement to put together a records management team comprised of the following roles**: ➢ Separators; ➢ Scanners; ➢ Archivers; and ➢ Indexers
Main or Key Accountabilities:	**Separators** ➢ Prepare documents for scanning. ➢ Mediate handover of records from departments, register and send for approval when appropriate; ➢ Sort and consolidate documents into logical groups for scan processing; ➢ Retrieve and prepare documents for imaging/scanning; ➢ Prepare documents with barcode separator pages; ➢ Ensure the availability of barcode separators; ➢ Sort batches into efficient workflows for document scanners; and ➢ Prepare daily and weekly reports. **Scanners** ➢ Responsible for converting hard copy records into digital format using high-resolution scanners. ➢ Properly handle all archival materials/documents; ➢ Scan all documentation handed over to the project as per the processing criteria; enter descriptive information's of the scanned image and import in drive or software as and when required; ➢ Keep a record of all scanned documents, collate all figures and prepare daily and weekly reports; ➢ Match document count to scan count to ensure all documents have been imaged when required; ➢ Electronically push corrected batches to server for saving weekly; ➢ Ensure that images of documents scanned are captured per standard with proper adjustments (Properly skewed, rotated and legible); ➢ Reconcile records of scanned documents after quality control; and ➢ Assist in retrieval of images when required. **Indexers** ➢ Indexing the digital records into SharePoint according to GGM Document and Records Management Standards. ➢ Organize the scanned documents into the relevant libraries in SharePoint according to GGM Document and Records Management Standard; ➢ Registering all records onto the relevant department document register; and ➢ Maintaining the department document register and ensuring the register is up to date. **Archivers** ➢ Lead the archiving process once the records have been scanned. ➢ Process all documents as noted on handover register (Archive, Refile, Destroy); ➢ Prepare and ensure the approval of retention schedules; ➢ Arrange for periodic quality control with the department's contact persons. ➢ Organize and prepare record boxes for storage; ➢ Oversee the destruction of documents marked for destruction; and

	➢ Prepare daily, weekly report on archiving.
Additional Requirements:	➢ Effectively using interpersonal and communications skills including tact and diplomacy. ➢ Maintaining confidentiality of work-related information and materials. ➢ Attention to detail, accuracy, and follow through. ➢ Adhering to policies, procedures, and quality controls in relation to electronic imaging. ➢ Maintaining an established work schedule. ➢ Demonstrate keenness and enthusiasm to learn and progress within the business. ➢ Flexible, proactive, diligent and self-motivated approach to work. ➢ Must be highly organized. ➢ Demonstrate proficiency using computers and related storage requirements, and Microsoft offi Microsoft Word, Microsoft Excel and SharePoint. ➢ Occasional lifting of objects. ➢ Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling. ➢ Work is primarily performed in a standard office environment.
Mode of Application:	Application cover letter (Subject should be: **Record Management Team** and/or quote the **job number**), detailed CV, copies of relevant certificates, e- mail and telephone contacts, names and addresses of three referees, to be forwarded to below address. You will be required to bring **original certificates** if you are contacted for interviews.
Contact Address:	Senior Human Resources Manager, Geita Gold Mining Ltd, P.O.Box 532, **Geita.** Email: jobs.geita@AngloGoldAshanti.com **NB:** Internal applicants may submit applications to Departmental Senior HR Officer. All internal applications must be endorsed by the applicant's head of department.
Application Deadline:	Application letters should reach the above on or before **20th April 2020 at 17hr30**. **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 24cthonesty@ethics-line.com or use the internet at www.tip-offs.com.	