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# STAMIGOLD COMPANY LIMITED

Plot No. 417/418 United Nations road
BIHARAMULO MINE

Tel.: +255 (0) 22 2152717/3 A Subsidiary of STAMICO Fax.: +255 (0) 22 2153519

P.O. Box 78508 Dar es Salaam TANZANIA

#### **EMPLOYMENT OPPORTUNITIES**

STAMIGOLD Company Limited – Biharamulo Mine is a subsidiary company of the State Mining Corporation (STAMICO) operating a gold mine. The Mine is located in the Biharamulo Forest Reserve, South West of Mwanza in Kagera Region. In order to run the mine effectively and efficiently, the Company invites applications from qualified Tanzanians to fill the existing vacancies: -

Work Station: Biharamulo Mine Site

Contract Duration: months, subject to renewal

Work Roster: 6/3

### Mining Data Clerk - (01) Post

- Prepares and organizes documentation related to production processes and sequences in accordance with departmental standards;
- Validates the accuracy and completeness of production data entered into systems and record key production metrics, such as volumes produced, raw material consumption, and quality control results;
- Assists in preparing and consolidating operational data for daily, weekly, and end-ofmonth reports;
- Types and distributes meeting minutes, and assist in the preparation, formatting, and filing of meeting reports;
- Collects and submits daily attendance records and support the organization of personnel rotational leave schedules and rest days;
- Provides administrative and operational support to the Mining Team to facilitate smooth departmental activities;
- Maintains and updates the Mining Department filing system, ensuring documents are properly stored, accessible, and up to date;
- Coordinates, controls, and organizes material supplies, inventories, and related resources to ensure timely availability of items required for Mining operations;
- Facilitates effective communication and circulation of reports and documentation between the Mining Department and other departments to ensure consistent workflow and information sharing;
- Performs any other duties as may be assigned by immediate Supervisor.

- Computer and word processing skills;
- Planning and organisational skills;
- Office work skills, including telephone and document management.

#### Minimum Qualification

- Holder of vocational training or Secondary School Education;
- Higher qualification from recognized Institution is added advantage;
- At least three years of experience in related field;
- Computer literacy or competence in Excel and Word certificate.

# Cooks - (02) Posts

#### **Duties and Responsibilities:**

- Ensures meal are prepared and served in accordance with Stamigold HSE requirements;
- Checks the food quality, presentation and service as per the required standards;
- Assists Head Chef in preparing / modifying menus and recipes;
- Assist Head Chef to prepare daily kitchen supply requisition in consideration of forecasted man-days, menu, and stock balance in the kitchen and available items in store:
- Ensures that the food is prepared as per the planned menu;
- Ensures smooth and timely supply of prepared / cooked / take away food to all concerned units and departments;
- Ensures proper cleanliness and hygiene of designated work area and utensils/kitchen and mess facilities;
- Check that all kitchen equipment is in working order and inform the Head Chef of any defects or faults;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Performs any other duties may be assigned by the immediate Supervisor.

# **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty.

#### **Minimum Qualifications**

- Secondary Education and Certificate in Food production, Food and beverage, Hotel management or related field will be an added advantage.
- Experience in the mining industry will be an added advantage.

# Head Chef - (01) Post

### **Duties and Responsibilities:**

- Develops Menus which reflect company demand and support the objectives of the company;
- Manages the quality and hygiene of the food;
- Ensures the prompt provision and efficient service of all meals and catering requirements at the specified time to the standards laid down by SBM;
- Manages the agreed food cost targets in line with the agreed budget;
- Recommends and promotes new menu ideas and special food events/special days and develop new dishes;
- Ensures the entire kitchen team are aware of their responsibilities in respect of health and safety in the workplace;
- Ensures that the company food hygiene management system is in place and fully understood by all the team;
- Ensures that the kitchen team comply with the policy on personal hygiene;
- Ensures that all Kitchen equipment are working safely and report any failures to the Supervisor;
- Conducts regular performance reviews with the team and offers training and coaching as required;
- Orders food stuffs from the store;
- Advices on purchase of kitchen equipment;
- Prepare duty roster for staff;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Performs any other duties may be assigned by the immediate Supervisor.

### Core competence

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty.

### Minimum Qualification

- Holder of Certificate of Secondary Education with certificate in Food production, Food and beverage, Hotel management or related field, with working experience of at least eight years in related field;
- Experience in the mining industry will be an added advantage.

### Receptionist - (01) Post

### **Duties and Responsibilities:**

- Greet customers as they enter the reception desk and provide assistance as needed;
- Answers phone calls and direct them to the appropriate department or person;
- Assists with administrative tasks such as filling, data entry, and inventory management;
- Maintains a clean and organized front desk area;
- Handles customer complaints and resolve issues in a timely and professional manner;

### Core competence

- Computer and word processing skills
- Planning and organisational skills;
- Office work skills, including telephone and document management;

#### Minimum Qualification

- Ordinary Certificate in Office Management, Secretarial Studies, Customer Care or related field;
- Holder of Certificate Secondary School Education;
- Basic Computer Skills;
- Experience in the similar Field will be an added Advantage

### **House Keepers - (05) Posts**

- Liaises with superior to receive work assignments and discuss day to day operational requirement, achievements and improvements;
- Performs daily cleaning of designated area without causing a disruption to the workforce;
- Follows all cleaning schedules including linen exchanges, mosquito spray, soap, toilet roll, laundry books etc.;
- Ensures proper usage of cleaning chemicals, detergents in right proportions as instructed;
- Follows various cleaning methods such as washing, sweeping, dusting, moping, scrubbing, polishing etc. in line with the directions from the superior;
- Empties waste-baskets and effectively manage and store all refuse in the assigned disposable area;
- Washes and sanitizes, as well as maintains all equipment that are provided;
- Secures and acknowledges room & office keys from Camp Services office;
- Performs Laundry duties as assigned;

- Maintain a high level of cleanliness and Hygiene at all times;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Performs any other duties may be assigned by the immediate Supervisor.

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honest.

### Minimum Qualification

- Certificate in Cleaning, Housekeeping, Hotel management or related field will be an added advantage;
- Experience in the mining industry will be an added advantage.

# Camp Coordinator - (01) Post

### **Duties and Responsibilities:**

- Works closely with the procurement unit in recruiting private service providers and ensuring that the relevant contract safeguard the interests of the Company;
- Draws working schedule for operative staff;
- Ensures that the Company's premises are kept in good attractive state;
- Manages and maintains Company assets e.g. office premises, properties, motor vehicles;
- Maintains and manages working and logistical facilities;
- Facilitates insurance covers to the Company properties;
- Ensures the transport fleet in use for distribution purposes is in good condition and safe for usage;
- Ensures all vehicles are insured throughout their service life based on the Company's operational policies;
- Reports to management on vehicle accidents and police reports on the nature and cause of the accident and outcome of the investigations;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Performs any other duty as might be assigned by the superior.

#### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;

• Demonstrated track record of integrity and honest.

### Minimum Qualifications:

- Holders of Diploma or Bachelor degree in the field of Human Resources Management, Public Administration, Business Administration, Hospitality, Recreation Management or related field from a recognized Institution.
- At least five (5) years of working experience.
- Must be computer literate
- Experience in the mining industry will be an added advantage.

### **Human Resource Officers - (02) Posts**

### **Duties and Responsibilities:**

- Updates Company's Organization structure and prepares role profile of each department/ section;
- Ensures accurate job descriptions are in place for each job category according to Company's organizational structure;
- Prepares notices and advertisement for vacant staff positions;
- Schedules and organizes internal selection interviews;
- Conducts reference checks on possible candidates to minimize risk of appointing;
- Processes confirmation of new staff after probation period;
- Prepares staff terminal and retirement benefits;
- Maintain and update employees' records with regard to employment, training, promotions, increments, leaves and disciplinary records;
- Conducts oral and written exit interviews for staff leaving the Company and provides recommendations for improvement;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Performs any other duties as might be assigned by the immediate Supervisor.

#### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty.

### **Minimum Qualifications**

- Holders of Bachelor degree in the field of Human Resource Management, Public Administration, Business Administration or related field from a recognized Institution;
- Must be Computer Literate;
- Experience in the mining industry will be an added advantage.

# **Accounts Officers - (02) Posts**

### **Duties and Responsibilities:**

- Maintain and update financial records, ledgers, and journals;
- Process invoices, receipts, payments, and reconciliations;
- Prepare financial reports, statements, and summaries;
- Monitor accounts payable and receivable;
- Assist with budgeting, forecasting, and financial analysis;
- Verify the accuracy of transactions and resolve discrepancies;
- Support month-end and year-end closing activities;
- Ensure compliance with financial policies, regulations, and internal controls;
- Liaise with auditors, vendors, and other stakeholders as needed;
- Performing other related duties as assigned by the immediate Supervisor;

### **Core Competence**

- Effective communication:
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;

#### **Minimum Qualifications**

- Holder of Bachelor Degree in Accounting Finance or related field;
- Profiency in accounting software (e.g., QuickBooks, Sage, Tally, or Similar)
- Strong understanding of basic accounting principles and bookkeeping;
- Excellent numerical skills and attention to details;
- Must be computer literate;
- Experience in the mining industry will be an added advantage.

# **Industrial Hygienist Officer - (01) Post**

- Provides expertise and guidance to Management to ensure that all social and legal responsibilities for protecting employees and contractor's health in operations are fulfilled through appropriate policies and procedures or specific recommendations;
- Evaluates Company compliance with regard to state occupational health and safety regulations, laws, rules and codes;
- Provides the systems and technical support to meet Stamigold Industrial Hygiene Strategy and Programs;
- Defines and prioritize site specific Industrial Hygiene issues and organize work plan that meets site requirements within available resources; communicate and document

- results and recommendations; follow-up to ensure recommendations have been implemented and evaluate the results;
- Provides technical advice and support to emergency response personnel with regards to potential chemical exposures or other health hazards at hazardous materials incidents;
- Develops individual objectives/targets and performance standards as part of individual performance agreement in consultation with the immediate supervisor and;
- Performs other duties as assigned by immediate Supervisor.

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty.

#### **Minimum Qualifications**

- Holders of Diploma in nursing or related field and certificate in Industrial Hygiene who has been registered by TNMC
- At least three (03) years of work experience in the related field;
- Must be computer literate;
- Experience in the mining industry will be an added advantage.
- A valid driving licence will be an added advantage

### Head of Site Service - (01) Post

- Leads the Unit;
- Oversees repairs of infrastructure and housing;
- Work in a team with in house Managers, Engineers, Designers, and Drafters to produce the concept, detailed design and documentation of civil projects;
- Determines budget, project schedules and scope of work and deploy appropriate staff or resources;
- Provides technical assistance and consults with other departments regarding civil engineering functions, site development, drainage, etc;
- Liaises with other engineers, surveyors, geologists and sub-contractors;
- Monitors the progress of all civil works including substructure, superstructure and foundations;
- Oversees the site road network construction;
- Makes sure budgets, timescales and project specifications are met;

- Keeps track of the financial performance of allocated civil work;
- Develops individual objectives/targets and all performance as part of the individual performance agreement in consultation with the immediate supervisor and;
- Performs any other duties as may be assigned by the immediate supervisor.

- Effective communication:
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty;

### **Minimum Qualifications**

- Holders of Bachelor Degree in Civil Engineering, Electrical Engineering or related field from recognized institution;
- At least five (05) years of work experience in the related field;
- Registered in related Engineer Professional Board;
- Must be computer literate;
- Experience in the mining industry will be an added advantage.

# **Environmental Officer (Botanist) - 01 Post**

- Conducts strategic environmental and social assessment for the Mine;
- Ensures implementation and continual improvement of the Environmental Management System (EMS), as per ISO 14001 requirements;
- Ensure effective environmental monitoring programs are conducted according to EMP and all land disturbances are documented accordingly;
- Conducts inspections and compliance checks to meet regulatory obligations;
- Follows up on environmental permits, licences, conditions and legal compliance requirements;
- Uplifts environmental audit queries and ensures closure of corrective actions;
- Conducts strategic and operational environmental assessments for regulatory and corporate compliance;
- Prepares environmental reports, incident summaries, performance updates and regulatory submissions;
- Identifies environmental non-conformances and recommends corrective actions;
- Supports mine rehabilitation, revegetation trials, biodiversity management and closure activities;
- Conducts botanical and ecological surveys in the mine lease area;
- Provides environmental induction and awareness training to employees, contractors and visitors;
- Promotes sustainable environmental practices and safe work behaviour across the site;

- Collects, analyses and manages environmental data using approved digital systems;
- Supports environmental projects and compliance activities led by senior environmental officers;
- Prepares and updates individual objectives and performance standards;
- Performs other duties as assigned by immediate Supervisor.

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty.

#### **Minimum Qualifications**

- Bachelor degree in Environmental Sciences and Management;
- At least Three (3) years working experience in similar field;
- Must be computer literate;
- Experience in the mining industry will be an added advantage.

# **Process Plant Operators - (05) Posts**

#### **Duties and responsibilities**

- Operates Gold Processing Circuit such as, crushing, grinding, carbon leach (CIL), elution, thickener and tailings circuit;
- Reports all operating problems and hazards to the Supervisor;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Performs any other duties as might be assigned by the immediate superior.

### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty.

#### Minimum Qualification

• Secondary Education Level and Technical Certificate in Mineral Processing or related field from a recognized Institution will be an added advantage with at least three (3) years working experience

# Fitter Mechanics – (02) Posts

#### **Duties and responsibilities**

- Ensures workplace is kept in a safe working condition and mechanical work across the Biharamulo mine site is carried out safely, professionally and efficiently;
- Carries out preventative maintenance and provide accurate and timely feedback to the Mechanical Foreman on condition that may affect the assets functionality;
- Carries out trouble shooting, faultfinding and corrective maintenance in order to solve unplanned equipment, unavailability event and provide accurate and timely feedback to the Mechanical Supervisor on condition that may affect the assets functionality;
- Ensures that the in charge of the shift and all stakeholders are kept informed on equipment availability status;
- Ensures mechanical repair and preventative of sag mill, CIL Slurry pump and solution pumps, lab machinery, agitators' mixers, transfer chute, Hooper bean, pipes, process plant mechanical equipment including conveyors and other equipment;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate supervisor and;
- Performs any other duties as may be assigned by the immediate supervisor.

### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place; Demonstrated track record of integrity and honesty

#### Minimum Qualification

- Holder Certificate of Vocational Training in Fitter Mechanics from recognized institution with at least three (3) years' experience.
- At least 2 Years' experience
- Ability to use mechanical tools, measuring instruments, and workshop machinery.

# Clinical Officer (01) Post

#### Duties and responsibilities:

- Performs History taking, physical examination, ordering appropriate laboratory investigations and makes appropriate diagnosis;
- Attends to emergencies presenting to the clinic and recommend referrals for cases that cannot be managed at the mine site clinic;
- Ensures that all required observations and vitals, prescribed treatment and procedures are carried out and documented on patients' record;
- Boosts patient experiences, including counselling and sensitizing patients through health talks preventive and promote health;
- Embrace, learn and develop in an evidence-based medical system among others.

### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place; Demonstrated track record of integrity and honesty

#### Minimum Qualification

- Holder of Diploma in Clinical Medicine with at least two years working experience.
- Must have a Valid Practicing licence (registered by Medical Council of Tanganyika)
- Must be computer literate
- A Valid driving licence will be an added advantage.

### Plumber (01) Post

#### **Duties and Responsibilities:**

- Performs preventative maintenance inspections and repairs in company facilities including, but not limited to, domestic water systems and related devices and sanitary waste drainage;
- Repairs, services or replaces water lines, domestic recirculation lines, and sewer lines; Installs sanitary fixtures such as toilets, basins and sinks;
- Installs new plumbing fixtures including, but not limited to, sinks, commodes among others

#### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;

- Able to complete tasks in a timely manner at desirable standards;
- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty;
- Able to observe and maintain all safety, health, environmental and security standards

# **Minimum Qualifications**

- Holder of Secondary School Education Plus Technical Certificate in plumbing or related discipline
- At least Two (02) years' experience.

### System and Network Administrators (02) Posts

### **Duties and Responsibilities:**

- Provides first and second level Systems and Network Administration support to SBM employees;
- Installs, configures, and updates hardware and software, such as operating systems, servers, routers, and switches;
- Creates and manages user accounts, permissions, and authentication;
- Ensures that IT services provided are compliant with both legal and operations Policy requirements and that auditable report are maintained in accordance with best practice and established arrangements, with special emphasis on securing SBM's confidential data at all times:
- Monitors the network, servers and communications systems and troubleshoot problems in order to maintain the highest level of availability and efficiency;
- Ensures that the email system is operating effectively and maintaining technical support documentation in accordance with procedures;
- Ensures that all hardware items are operational and liaise with suppliers for repairs of items as necessary;
- Transfers knowledge to other employees to enable smooth handovers and improved technical base within the section thus leading to consistent level of IT services delivered to the company;
- Trains users in using Windows, Microsoft Office and basic computer skills;
- Performs any other duties as might be assigned by the immediate superior.

### **Core Competence**

- Effective communication;
- Able to work under pressure with minimum supervision;
- Able to complete tasks in a timely manner at desirable standards;

- Able to promote safe work practice at work place;
- Demonstrated track record of integrity and honesty;
- Able to keep, adhere and maintain all required records and documentation.

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### **Minimum Qualifications**

- Holders of Bachelor degree in Information Technology/Computer Science or related field from a recognized institution;
- Possession of IT certification e.g. CCNA, ITIL, Virtualization Technology Certification will be an added advantage;
- Should have a working experience in IT for at least three (3) years;
- Experience in the mining industry will be an added advantage.

#### MODE OF APPLICATION

- All interested Tanzanians are invited to send their applications with detailed current curriculum vitae(CV) and academic qualifications;
- An applicant shall not apply more than once for the same position;
- All applications shall be sent to the Mine General Manager, P.O. Box 103, Biharamulo, not later than 17<sup>th</sup> December, 2025.
- All applications shall be sent through <a href="https://hr.biharamulo@stamigold.co.tz">hr.biharamulo@stamigold.co.tz</a>.
- Only shortlisted candidates will be contacted.

The positions will attract competitive salary packages and fringe benefits. STAMIGOLD Company Limited offers equal employment opportunities to all. Only shortlisted candidates will be contacted.