



# STAMIGOLD COMPANY LIMITED

Plot No. 417/418 United Nations road  
**BIHARAMULO MINE**

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E-mail: info@stamigold.co.tz

*A Subsidiary of STAMICO*

P.O. Box 78508  
Dar es Salaam  
TANZANIA

## EMPLOYMENT OPPORTUNITY

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 vacancy as detailed below: -

**Work Station:** Biharamulo Mine Site

**Work Roster:** 6/3

### Senior Procurement Officer (01) Post

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

- Manages all procurement and disposal by tender activities of the procuring entity except adjudication and the award of the contract;
- Supports the functioning of the Tender Board;
- Implements the decision of the Tender Board;
- Liaises directly with Authority on matters within jurisdiction of the Procurement Management section;
- Reviews and drafts Annual Procurement Plan;
- Checks and prepares statements of requirements;
- Prepares tendering documents;
- Prepares advertisements of tender opportunities;
- Issues approved contract documents;
- Coordinates performance of the Goods Inspection and Acceptance Committee;
- Prepares draft Annual Procurement Plan (AAP);
- Prepares report on procurement and other related records;
- Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and;
- Carries out any other duties as assigned by immediate Supervisor.

#### **Core Competence**

- Effective communication;
- High capacity of investigation and establishing factual findings;
- Good analytical;
- Interpersonal and relationship building;
- Adaptability;
- Strong and proven management ability with leadership qualities are essential;
- Demonstrated track record of integrity and honesty;
- Excellent Personality and confidentiality.

#### **Minimum Qualifications**

- Holder of a Bachelor degree in Procurement and Logistics Management or equivalent;
- Possession of Certified Procurement and Supplies Professional (CPSP);
- Registered by Procurement Professional Board in Approved Category;
- At least five (5) years working experience, two (2) of which must be in senior level;
- Experience in the mining Industry will be an added advantage;
- He/She must be computer literate.

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#### **MODE OF APPLICATION**

- Each applicant must send a cover letter, relevant academic certificates together with detailed curriculum vitae (CV) mentioning in the subject line the position he or she applies for;
- Applicants must not send more than one application for a single post;
- All applications are to be sent to the email below: [biharamulo@stamigold.co.tz](mailto:biharamulo@stamigold.co.tz)
- Applicants must include the postal address shown below in their cover letter:

**The Mine General Manager,  
P.O. Box 103,  
Biharamulo.**

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