



ZAMBIA GOLD COMPANY LIMITED

Zambia Gold Company Limited (Zambia Gold) was incorporated on 10 January 2020. Zambia Gold (the 'Company') is co-owned by ZCCM Investments Holdings Plc with a 51% stake and the Ministry of Finance owning the remaining 49% stake. Zambia Gold is mandated to lead the development of the gold sector in Zambia by undertaking commercial activities for the benefit of all stakeholders. In order to achieve this objective, Zambia Gold Company Limited will broadly undertake the following activities:

- i) Acquire exploration licences and carry out mineral exploration with a focus on gold (either directly or in partnership with other entities)
- ii) Develop and operate mines for gold and other precious minerals
- iii) Refining, grading, producing, cutting and processing of gold and other precious minerals
- iv) Buying and selling of gold and other minerals
- v) Support artisanal mining operations and transforming these into commercially viable activities
- vi) Pursue value addition opportunities in the precious metals sector

In order to achieve this mission, the Company invites applications from suitably qualified and experienced individuals who are innovative, energetic and performance driven to fill the following positions:

1. Procurement Officer X 1

Location : Kasenseli Gold Project-Mwinilunga

Department : Chief Executive Officer's Office

Report to : Procurement Manager

Job Purpose

To effectively undertake and manage procurement of goods/services/works in order to ensure their timely provision and contract management to ensure availability for the smooth operation, compliance with Public Procurement Act, 2008 and its Regulations.

Main duties

- a. Develop and implement the procurement plan to ensure all requirements for all user departments/directorates are captured in a timely and holistic manner.
- b. Continuously train (on the job) implementers in the preparation of terms of reference, specifications and proactive follow-up of these inputs in the bidding processes;
- c. Prepare bidding documents based on acceptable bidding standards;
- d. Ensure all prior review requirements such as obtaining of the No Objections from ZPPA are compiled within a timely manner;
- e. Ensure that all the due tendering processes are adhered to: sufficient publications, strict adherence to deadlines, transparency in communications with bidders, publication of bid results, etc.;
- f. Ensure acceptable record keeping in procurement with at least a complete procurement file for each procurement from start to contract finalisation.
- g. Maintain all procurement records in a form appropriate for regular auditing and spot checks by relevant checkers;
- h. Oversee the contracting process, including ensuring that Evaluation Committees have people with appropriate expertise;
- i. Monitor implementation of contracts: progress report status on weekly and monthly basis; and intervene to address problem upon request by the Project Manager;
- j. Ensure that goods and services financed have been procured in accordance with the Zambia Public Procurement Act;
- k. Prepare quarterly reports of progress with implementation of the Procurement Plan, and regularly inform the Project Manager of challenges and make proposals to overcome bottlenecks;
- l. Ensure that all procured goods are receipted and maintained using the approved stores documentation.

Qualifications and experience

a) Professional Qualifications

Full Grade 12 Certificate;
Graduate Diploma in Purchasing and Supply (CIPS) Level or Bachelor's Degree in Purchasing and Supply.
Member of the Zambia Institute of Purchasing and Supply (ZIPS)

b) Minimum Relevant Pre-Job Experience:

At least 4 years experience in a high demanding busy industry.

c) Skill Specifications:

Negotiation skills
Communication skills
Numerical and Computer skills

d) **Other Attributes (Personality Traits)**

Quality Oriented

Price conscious

Integrity

Collaborative

e) **Valid Driver' s license**

2. Security Officer X 1

Location : Kasenseli Gold Project-Mwinilunga

Department : Alluvial Gold Processing

Report to : Project Manager

Job Purpose

To provide security, site access control services and assistance to the assigned project and jobsite activities. To assist in the implementation of security programs which are incorporated into the project construction activities, develop an effective working relationship with allocated project personnel and advise their supervisors regarding their progress, any issues and actions required. To ensure adequate investigations are carried out in order to promote industrial security which when not handled well results into loss of company property and revenue.

Main duties

- a. Secure premises and personnel by guarding and patrolling property;
- b. Enforce access control and maintain security data;
- c. Detect and prevent crime;
- d. Implement access control measures including physical and electronic measures;
- e. Sensitize employees on security related issues;
- f. Supervise subcontracted Security Guards;
- g. Direct investigation of security incidents to establish the severity causes and initiate remedial action
- h. Ensure that all the daily security operations run smoothly and effectively
- i. Investigates any suspicious activities that take place and report unlawful activities such as theft or vandalism to Project Manager for further action
- J. Follow up with police and courts on various outstanding cases of theft to recover property and ensure that justice is done.
- k. Liaise with government security wings to ensure quality service delivery.

Qualifications and experience

a. Professional Qualifications

Full Grade 12 Certificate

Bachelor's Degree in Criminology/Psychology, Social Psychology, Public Administration or any other social sciences

Police or Military Training necessary

b. Minimum Relevant Pre-Job Experience:

5 years relevant experience in a reputable organisation with a traceable record.

Experience in criminal investigations will be an added advantage.

c. Skill Specifications:

Ability to communicate effectively in English

Interpersonal skills

Computer skills

d) Other Attributes (Personality Traits)

Integrity and Honesty

Reliability and dependability

Initiative

Confidentiality

Sober character

Physically fit

e) Valid Driver's license

Zambia Gold Company Limited provides equal employment opportunities to all Zambians on merit without discrimination on the basis of age, gender, colour, tribe, disability, or religion.

Interested, suitably qualified and experienced persons should send their application together with certified copies of Academic and Professional certificates; a detailed Curriculum Vitae with traceable references and copy of the NRC should reach the undersigned not later than **Thursday, 1st April 2021.**

Only shortlisted candidates will be responded to.

**Head Human Resources and Administration
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