



ZAMBIA GOLD COMPANY LIMITED

JOB ADVERTISEMENT

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 mandate, Zambia Gold Company 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

The Company invites applications from suitably qualified and experienced individuals who are innovative, energetic and performance driven to fill the following positions:

1. Mining Engineer X 1 (Re-advertised)

Location : Kasenseli - Mwinilunga
Department : Kasenseli Gold Project - Mwinilunga
Report to : Project Manager

Job Purpose

To provide technical support to the Project Manager with regard to mine plans, mine development, operations and monitoring mine activities; and to maintain at all times high standards of Safety and Environmental management expected for the operations. The Mining Engineer will be reporting to the Project Manager.

Main duties

- (a) Preparations of annual plans and budgets for mining operations;
- (b) Development of Mine Plans;
- (c) Optimisation of open pit operations;
- (d) Ensure availability of mining equipment for open pit operations;
- (e) Liaison with contractors of hired mining equipment on maintenance management system;
- (f) Liaison with processing personnel on material movements and targets;
- (g) Generate daily reports of operations; and
- (h) Ensure that employees and contractors work in a safe and environmentally friendly manner.
- (i) Provide Management with timely reports on mining operations

Qualifications and experience

a) Professional:

- Full Grade 12 Certificate;
- Bachelor of Science Degree in Mining Engineering from a recognized University;
- Registered with Engineering Institution of Zambia (EIZ) and Engineering Registration Board (ERB);
- Understanding and interpretation of geological information is essential;
- Project assessment and financial evaluation essential; and
- Proficiency in the use of Microsoft Office, mine planning packages such as Datamine, XPAC and Surpac is essential.

b) Minimum Relevant Pre-Job Experience:

- Minimum of 7 years work experience in the mining operations especially open pit mining operations.

c) Skill Specifications:

- Excellent written, interpersonal skills and computer literate.

d) Other Attributes (Personality Traits)

- Proven Leadership and People Management.

e) Valid Driver' s license

2. Public Relations Officer X 1

Location : Lusaka
Department : Public Relations
Report to : Chief Executive Officer

Job Purpose

To develop, manage, co-coordinate, network, implement and monitor a public relations and communication strategy and associated products and activities on an on-going basis with various public audiences, with the objective of promoting awareness and understanding of the Company and its activities. He/she will develop a data base of key media outlets and maintain close collaboration with them to facilitate wider dissemination of undertakings by the Company.

Main duties

- a) Develop a work plan for communication activities, monitor compliance and provide support and guidance to ensure the set objectives are met;
- b) Plan and monitor the use of communication budgetary resources
- c) Ensure communication effectiveness, efficiency and delivery
- d) Advise the Chief Executive Officer, management and staff on media strategy and implications for any action/development;
- e) Develop communication tools and/or strategies (knowledge management, information exchange, etc.)
- f) Provide technical advice and support in planning and developing relevant information and communications products.
- g) Provide input to all major departmental documents, including strategies, and other technical documents, to ensure they are well written.
- h) Promote a better understanding of the company and ensure rapid and accurate information dissemination to the general public, media and other appropriate audiences.
- i) Initiate and organize press and media briefings both local and international.
- j) Collaborate with mass media through activities such as organizing site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- k) Monitor, evaluate and advise on the use and effectiveness of media materials and share results and findings.

- l) Help establish, document, review and refine process of working collaboratively with various stakeholders, including meetings, joint projects, information sharing etc.
- m) Ensure or enhance the quality, consistency and appropriateness of communication materials, activities, processes and messages shared with various publics.
- n) Any other duties as may be assigned by the supervisor.

Qualifications and experience

a. Professional:

- Full Grade 12 Certificate
- Bachelor Degree in Mass Communications, Public Relations or any relevant field of study
- Professional membership with relevant bodies in Public Relations

b. Minimum Relevant Pre-Job Experience:

- 5 years experience in a similar position.
- Work experience in the Mining sector will be an added advantage.

c. Skill Specifications:

- Excellent written and verbal skills
- Computer literate.
- Media skills
- Knowledge in use of media equipment and photography.

d. Other Attributes (Personality Traits)

- Outgoing; Eloquent; Persuasive.

e. Valid Driver's license

3. Community Liaison Officer X 1

Location : Kasenseli Gold Project-Mwinilunga

Department : Public Relations

Reporting to : Chief Executive Officer

Job purpose

To play a critical role in developing and maintaining relationships with the local communities in and around the sites of Company operations in Kasenseli; ensure implementation of international standards (Environmental, Social and Governance) and other corporate commitments; provide insight and local knowledge aimed at enhancing the company's ability to manage a range of risks and uncertainties; and responsible for the active involvement of the rural local communities affected by the Mine Project in the identification, formulation and implementation of sustainable and viable projects to uplift the livelihoods of the local people. The incumbent will be the focal point in harmonising relationships between internal and external stakeholders of the project in Kasenseli. He/she will engage the local communities to be able to plan their own future scenarios while at the same time promoting the image of Zambia Gold through its flagship corporate social responsibility and investment (CSRI) strategy.

Main duties

- a) Community engagement (with local leaders, general community members, specific interest groups such as women, youth and men etc.);
- b) Wider stakeholder engagement (beyond the directly affected local communities – including NGOs, regional and national government, media);
- c) Community development planning;
- d) Engagement with local affected stakeholders to promote project activities and ensuring operations continue smoothly;
- e) Specific technical support to operations (including land access and compensation);
- f) Risk and impact mitigation (including managing and resolving local grievances, conflict resolution and mediation);
- g) Social investment programmes (discretionary support for community projects and empowerment);
- h) Reporting (including grievance logging and reporting to line manager, senior managers, project partners and the public);
- i) Liaise with communities, traditional leaders, local authorities, NGOs, CSOs, and other relevant stakeholders to gather information that will support the project's operational planning using interviews, meetings, community mapping and other participatory approaches;
- j) Act as a focal point of contact with the local communities and leaders for the purpose of building effective communication, enhancing relationships and ensuring high quality community service to achieve agreed goals;

- k) Assist with the development of awareness programmes to educate the community members about the project and to support active community participation and ownership of the project;
- l) Work closely with Public Relations Officer, Community Structures, Chiefs, NGO's and Community based organizations and other social partners in training and sensitizing communities for participation in the design, implementation and operation of mine sponsored projects;
- m) Continuously provide feedback to the Mine on community concerns and priorities with the view to revise intervention strategies where necessary;
- n) Advise on the design and support the execution of the beneficiary assessments to be conducted on completion of each sub-project;
- o) Regularly refine, communicate and grow support for the CSRI strategy;
- p) Lead and conduct periodic research in various thematic areas including household economic analysis; and,
- q) Monitoring and evaluation (of project impacts and social investment programmes).

Qualifications and experience

a) Professional Qualification:

- Full Grade 12 Certificate;
- Bachelor's Degree in Social Sciences /Economics or any relevant field of study
- Knowledge of broad office administrative practices and procedures
- Professional membership with relevant bodies

b) Minimum Relevant Pre-Job Experience:

- 5 years' experience in community development work preferably in a peri-urban or rural setting.
- Past experience in managing projects in communities around the mine will be an added advantage
- Knowledge of the local cultural norms
- Ability to speak local language will be an advantage

c) Skill Specifications:

- Mediation and conflict resolution skills
- Both written and verbal communication skills
- Proficient computer skills and in –depth knowledge of relevant software such as MS office Suite
- Strong analytical and report writing skills

- Excellent interpersonal skills with the ability to build effective relationships with a range of people
- Excellent presentation skills with the ability to engage with an audience

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

- Demonstrated ability to liaise with all levels of society;
- Ability to coordinate and negotiate;
- The ability to network and influence a range of stakeholders, from leaders to vulnerable groups
- Well-developed knowledge of local community cultures, leaders, customs and practices through prior involvement in the community;
- Ability to articulate and deliver information both technical and general at community level

e) Valid driver's license

4. Employee Relations Officer X 1

Location : Kasenseli Gold Project-Mwinilunga

Department : Human Resources

Reporting to : Head Human Resources

Job purpose

To provide an effective personnel advisory service at the Project site thereby promoting Industrial relations and to interpret and ensure uniform application of the Company's Human Resources policies and procedures to create and maintain an atmosphere that is conducive to high productivity.

Main duties

- a. Offer advice or interpretation of issues relating to employment contracts and legislation.
- b. Maintain a knowledge of current industrial legislation and any changes in labour laws.
- c. Represent the organization before industrial tribunals and develop information for staff to ensure that the workforce is aware of company policies.
- d. Act as a go between for Management and Employees, striving to maintain a productive harmonious workplace and minimizing disputes.
- e. Attend to hearings, grievances and any appeals to cases.
- f. Advise management on Industrial Relations matters that affect or may affect the operations of the organization.
- h. Compile and circulate monthly, quarterly, bi-annual and annual reports on industrial relations.

Qualifications and experience

a) Professional Qualification:

- Full Grade 12 Certificate;
- Bachelor's degree in Human Resources Management or any social science;
- Professional qualifications in Industrial Relations Management will be an added advantage;
- Member of Zambia Institute of Human Resource Management.

b) Minimum Relevant Pre-Job Experience:

- 5 years experience in a similar position.
- Working experience in the Mining sector will be an added advantage.

c) Skill Specifications:

- Problem solving and presentation skills
- Analytical skills
- Communication skills
- Computer skills

d) Other Attributes (Personality Traits)

- Integrity
- Approachable
- Accommodative
- Persuasive

e) Valid driver's license

5. Administrative Officer X 1

Location : Kasenseli Gold Project - Mwinilunga
Department : Human Resources
Report to : Head Human Resources

Job purpose

To manage and co-ordinate meetings, travel arrangements of all staff, security of the premises, fleet management, company assets management and ensuring availability of office refreshments and stationery in the company in order to maintain effective and efficient running of the company.

Main duties

- a. Develop Administrative policies and procedures and ensuring these are adhered to
- b. Develop and implement fleet/transport management policies and procedures
- c. Ensure office supplies are maintained, including managing office stock by maintaining bin cards stock requisition Maintenance of records on Vehicles, this includes Mileage, Due dates for Road Licenses, Due dates for Road Fitness and Insurance, preparing regular reports on Vehicle Expenses for the fleet of vehicles. Arranging for Vehicle routine and regular maintenance by liaising with drivers and site managers. Liaising with maintenance companies to repair or replace damaged office equipment
- d. Ensure that Zambia Gold Company Mine Site's assets are properly documented and maintained in order to enhance proper accountability of the same in liaison with the Finance Department.
- e. Set performance standards and supervise all subordinate staff and ensure training of subordinates
- f. Liaise with Finance Department to accelerate payments of incoming invoices, and verify receipts for goods and services
- g. Organize flights, transportation, and accommodation for Company staff travelling locally and abroad
- h. Support with the procurement of the services and products required by the organization required such as the provision of adequate security in order to safeguard property for the Company in liaison with the Security Department, availability of refreshments consumables and other goods and services.
- i. Supervises effectively the maintenance of company assets and surroundings in order to ensure a conducive work place environment
- j. Manage all service contracts
- k. Preparation of Work Plans and Budgets for the section.

Qualifications and experience

a) **Professional:**

- Full Grade 12 Certificate;
- Bachelor Degree in Business Administration or its equivalent;
- Professional membership

b) **Minimum Relevant Pre-Job Experience:**

- Minimum of 5 years work experience at middle management in a busy environment;

c) **Skill Specifications:**

- Strong Communication and Management skills
- Computer skills

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

- Adaptable
- Well organised

e) Valid Driver's license

6. Clinical Officer X 1

Location : Kasenseli Gold Project-Mwinilunga
Department : Human Resources
Reporting to : Head Human Resources

Job purpose

To perform general medical duties such as diagnosis and treatment of disease and injury, ordering and interpreting medical tests, performing routine medical and surgical procedures, referring patients to the district hospital.

Main duties

- a. Prepare and participate in the preparation of work plans
- b. Participate in the formulation/review of policies relating to health and safety of employees
- c. Participate in preparation /review of work manuals, procedures and related documentation
- d. Provide counselling to workers on various medical issues
- e. Diagnose and manage all stages of illness to a point of referral
- f. Take accurate case history of patients, examine their illnesses
- g. Provide appropriate care, medical attention, standard procedure and laid down policy
- h. Ensure treatment or the care patients receive are in line with relevant national guidelines, protocols and standard operating procedures or internationally recognised procedures
- i. Ensure data trends and analyses are reported and channeled in an agreed manner
- j. Complete records and authenticate all patient encounters and interventions
- k. Prepare reports to Management on health-related issues

Qualifications and experience

a) Professional Qualification:

- Full Grade 12 Certificate
- Diploma in Clinical Medical Sciences or its equivalent
- Registered with the Health Professions Council of Zambia with valid practicing license; Trained in HIV/AIDS and psychosocial counselling

b) Minimum Relevant Pre-Job Experience:

- At least 5 years experience in a related role of which 3 should have been at a
- Supervisory level or experience in a functional/specialist area.
- Work experience in the Mining sector will be an added advantage.

c) Skill Specifications:

- Good written and communication skills.

d) Other Attributes (Personality Traits)

- Integrity
- Approachable
- Accommodative
- Persuasive
- Must have good interpersonal relations, caring, able to handle stressful situations and be hardworking.
- Must be mature, self-motivated and of sober habits
- High level of confidentiality

e) Valid driver's license

7. Registered Nurse X 2

Location : Kasenseli Gold Project-Mwinilunga

Department : Human Resources

Report to : Clinical Officer

Job purpose

To collect patient information, support patients, administer treatments and medications as needed, and educate patients on medical related issues.

Main duties

- a) Treat and refer patients in the primary health care and trauma setting.
- b) Advise on the prevention of malaria and the treatment thereof with after treatment monitoring.
- c) HIV Aids counselling and testing.
- d) Transfer of critically ill and injured employees to referred hospitals.
- e) Aid primary care paramedics when attending to patients.
- f) Complete technical paperwork for patients with regards to details of medical conditions, illness or injury for business reporting purposes.
- g) Perform additional duties as directed by supervisor which may include medical audits
- h) Conduct company pre-employment medicals as instructed for newly recruited staff members

Professional Qualifications and experience:

a) Professional Qualification:

- Full Grade 12 Certificate
- Diploma in Registered Nursing or its equivalent
- Registered with the Health Professions Council of Zambia with valid practicing license
- Trained in HIV/AIDS and psychosocial counselling.

b) Minimum Relevant Pre-Job Experience:

- At least 5 years of post-qualification experience.
- Work experience in the Mining sector will be an added advantage.

c) Skill Specifications:

- Good written and communication skills.

d) Other Attributes (Personality Traits)

- Integrity
- Approachable
- Accommodative
- Persuasive

e) Valid driver's license,

- Must have good interpersonal relations, caring, able to handle stressful situations and be hardworking.
- Must be mature, self-motivated and of sober habits.
- High level of confidentiality

8. Stores Officer X 1

Location : Kasenseli Gold Project-Mwinilunga

Department : Procurement

Report to : Procurement Manager

Job purpose

To undertake the provision of storage, distribution and maintenance of procurement records in order to facilitate stores stock levels decision making.

Duties

- a. Effectively and efficiently coordinate receipts and issues of stocks in order to ensure smooth operations on site.
- b. Ensure effective house-keeping measures for the warehouse/storeroom.
- c. Undertake timely storage of goods in order to avoid loss and destruction.
- d. Maintain accurately up-to-date Goods Register in order to maintain accurate record of all goods received.
- e. Maintain an efficient and effective storeroom operation by following procedures to receive, unpack, inventory, store (as necessary), account for, and issue to end users.
- f. Utilize a computer to determine stock balances, bin locations, inputs or retrieves data for routine operational needs, prepares reports, and performs perpetual inventory maintenance.
- g. Focus on end user needs and end user satisfaction, promotes transparency and integrity to all staff within Authority.
- h. Conduct store counts, and other inventories of bin and bulk stock items and identifies and corrects discrepancies.
- i. Maintain tools, equipment, and machinery in operational condition by inspecting tools and equipment when returned to the stores area.
- j. Contribute to an accident-free work environment by keeping the stores area clean, neat and orderly.
- k. Maintain inventory levels with regard to min & max. levels and replenishment of stock
- l. Generate accurate reports, analyze reports and action discrepancies
- m. Prepare stock reconciliation reports e.g., manage diesel receipt and issue records
- n. Monitor monthly cycle counts and verify quantity and quality of goods
- o. Maintain safe housekeeping practices to ensure safety standards

Qualifications and experience

a) Professional Qualification:

- Full Grade 12 Certificate
- Degree in Purchasing & Supply; Business Administration; Economics or Commerce
- from reputable University with Graduate Diploma – Chartered Institute of Procurement
- Supply.
- Must be a fully paid-up member to relevant professional bodies.

b) Minimum Relevant Pre-Job Experience:

- 3 years experience in a similar position.
- Work experience in the Mining sector will be an added advantage.

c) Skill Specifications:

- Communication skills (verbal/written)
- Strong numeric skills
- Ability to use inventory software

d) Other Attributes (Personality Traits)

- Physical fitness

e) Valid driver's license

9. Receptionist X 1

Location : Head Office - Lusaka
Department : Chief Executive Officer's Office
Reporting to : Office Manager

Job purpose

To manage the front office and project a professional and corporate image in a courtesy and friendly atmosphere. To answer phones, welcome visitors and help out with basic clerical duties and tasks.

Main duties

- a.** Ensure Reception area is clean, neat and presentable. Ensure professional dress code is maintained.
- b.** Receive Visitors, determine visitor needs in a professional manner, maintain visitor register and direct visitors to correct person
- c.** Answer and address incoming phone calls in a timely and polite manner, clearly determine the purpose of the call, forward calls to appropriate person and take and deliver messages accurately and completely
- d.** Manage all mail by sorting and distributing incoming mail, prepare outgoing mail for pick-up or courier and organize courier deliveries
- e.** Perform clerical duties such as photocopying, scanning, collating documents, file documents accurately, maintain equipment and report any malfunctions and monitor, control and order office supplies
- f.** Organize meetings by booking meeting room, inform participants, set up meeting room with necessary stationery and equipment and organize catering for meetings
- g.** Provide secretarial services by preparing correspondence and documents and schedule and follow up on appointments
- h.** Maintain reception area clean, neat and organize reading material

Qualifications and experience

- a) Professional qualifications
 - Full Grade 12 Certificate;
 - Diploma in Secretarial/ Office Management/ Front Office management or any relevant field of study.

- Professional membership with relevant institute

b) Minimum Relevant Pre-Job Experience:

- 2 years' experience in a similar position

c) Skill Specifications:

- Communication and interpersonal skills
- Knowledge of computers particularly use of Microsoft Office

d) Other Attributes (Personality Traits)

- Smart appearance
- Polite and courteous

10. Driver X 2

- Location** : Head Office - Lusaka X 1 and Kasenseli Gold
Project - Mwinilunga X 1
- Department** : Human Resources
- Report to** : Administrative Officer

Job purpose

To drive company vehicles in order to transport company employees, goods and authorised persons from place to place.

Main duties

- a. Check oil, water and fuel levels and that the vehicle is road worthy before driving out.
- b. Drive company vehicle to transport authorised persons and goods from place to place as directed by Administrative Officer or any other designated official.
- c. Drive company vehicles by observing traffic rules and road safety rules and as instructed by Administrative Officer or any other designated superior Officer.
- d. Report vehicles defects and accidents/incidents to the Administrative Officer for further action.
- e. Prepare daily, weekly and monthly reports on vehicle movements, fuel usage and vehicle maintenance.

Qualifications and experience

- a) **Professional Qualification:**
 - Grade12 certificate
 - Valid Driving Licence (C)
- b) **Minimum Relevant Pre-Job Experience:**
 - 3 year experience in a similar position

c) **Skill Specifications:**

- Communication skills

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

- Honesty
- Flexible

11. Driver, Ambulance X 1

Location : Kasenseli Gold Project -Mwinilunga
Department : Human Resources
Report to : Administrative Officer

Job purpose

To transport patients or injured workers from the mine site to hospital.

Main duties

- a) Drive ambulance and transport sick, injured or recuperating persons.
- b) Place patients on stretchers and load stretchers into ambulances.
- c) Accompany and assist emergency personnel when required
- d) Replace supplies and disposable items on ambulances.
- e) Administer first aid, such as bandaging, splinting
- f) Conduct daily inspections on the ambulance both medical and mechanical.
- g) Ensure all medical supplies and equipment is in order
- h) Ensure good maintenance of Ambulance and other vehicles.
- i) Maintain record of all emergency medical equipment
- j) Ensure efficient turnaround time during emergency medical drills.
- k) Be prepared to spend long hours on duty including being on call.
- l) Other duties as directed by the Supervisor

Qualifications and experience

a) Professional Qualification:

- Full Grade12 certificate
- Must have a valid advanced first aid certificate issued through a recognised institute approved by the chamber of mines.
- Must have a valid driving license (Class C) or higher.
- Must have a Certificate in Defensive driving from a recognised institute

b) Minimum Relevant Pre-Job Experience:

- A minimum of 5 years' experience with at least 2 years in the mining industry

c) Skill Specifications:

- Able to drive long distances in an ambulance with necessary concentration

d) Other Attributes (Personality Traits)

- Mentally and physically fit.

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 Friday, **5th February, 2021**.

Only shortlisted candidates will be contacted.

Head Human Resources and Administration

Zambia Gold Company Limited

Subdivision F/377a/30/B

Kudu Road, Kabulonga

LUSAKA

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