

# Zambia Gold Company

## JOB ADVERTISEMENT

Zambia Gold Company is a Zambian newly established company that will oversee the mining, processing, refining and marketing of gold in Zambia. The company is owned by ZCCM- IH (51%) and the Zambian Government (49%) through the Ministry of Finance.

In order to achieve our vision and mission, the Company invites applications from suitably qualified and experienced individuals who are innovative, energetic and performance driven to fill the following positions at Alluvial Gold Project at Kasenseli in Mwinilunga and Gold Trading Centres in Eastern and Lusaka Provinces:

### SAFETY OFFICER X 1

<b>JOB TITLE</b>	:	Safety Officer
<b>LOCATION</b>	:	Kasenseli Gold Project, Mwinilunga
<b>DEPARTMENT</b>	:	Alluvial
<b>GRADE</b>	:	ZG4
<b>SUPERVISOR</b>	:	Metallurgist
<b>HEAD OF DEPT</b>	:	Project Manager

### 1.0 JOB PURPOSE

To audit production, keeping on the lookout for any unsafe behaviour or breaks in regulations. Assessing risks and possible safety hazards of all aspects of the operations.

### 2.0 DUTIES

- Ensure that Health and Safety Management System (HSMS) is in place;
- Continuous development and reviewing of HSMS;
- Conduct risk assessment of the operations and compile risk register;
- Carry out site inspections, hazard identification and institute control measures;
- Carry out incident and accident investigations;
- Compile incident and accident reports;
- Carry out monthly internal safety audits;
- Compile monthly incidents and accidents statistics; and
- Conduct training of employees on health and safety matters; and
- Induct new employees and visitors on safety matters.

### 3.0 KNOWLEDGE AND SKILL REQUIREMENTS

- Full Grade 12 School Certificate
- Diploma in Occupational Health and Safety Management Systems
- 5 years' work experience in mining industry or any other operations
- Computer skills and Driving skills (with Valid Driving Licence)

## **SECURITY OFFICER X 1**

<b>JOB TITLE</b>	:	Security Officer
<b>LOCATION</b>	:	Kasenseli Gold Project, Mwinilunga
<b>DEPARTMENT</b>	:	Alluvial
<b>GRADE</b>	:	<b>ZG4</b>
<b>HEAD OF DEPT</b>	:	Project Manager

### **1.0 JOB PURPOSE:**

To provides 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. To ensure adequate investigations are carried out in order to promote industrial security to avoid loss of company property and revenue.

### **2.0 DUTIES**

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

### **3.0 KNOWLEDGE AND SKILL REQUIREMENTS**

- Full Grade 12 School Certificate
- Certificate in Security (Military/Police Service)
- Minimum of 5 years' experience as a Police Officer and/or Military.
- Use of firearms and other security tools coupled with driving skills

## **OPERATIONS SUPERVISOR X 1**

**JOB TITLE** : Operations Supervisor  
**LOCATION** : Kasenseli Gold Project, Mwinilunga  
**DEPARTMENT** : ALLUVIAL  
**Grade** : ZG5  
**SUPERVISOR :** Metallurgist  
**HEAD OF DEPT** : Project Manager

### **1.0 JOB PURPOSE**

To ensure that operations run smoothly and set targets are met. To maintain at all times high standards of Safety and Environmental management expected for the operations.

### **2.0 DUTIES**

- To supervise operations of the processing units; scrubber, goldkachas, shaking table and Furnace;
- Ensure adequate material on the stockpile to feed the scrubber unit;
- Ensure adequate water in storage facilities before commencing operations;
- Ensure the genset has enough fuel and is in good working order before commencing operations;
- To ensure that the performance of respective processing sections (Scrubber/Goldkachas, Shaking Table and Furnace operations) is as per set targets;
- Coordinate security presence at all times at high value product sections;
- Coordinate all safety issues with Safety Officer and pass on to Operators;
- Keep record of all employees on shift at all times;
- Manage employee welfare;
- Ensure daily reports of operations and consumption of consumables are generated by the operators for the respective processing routes; and
- Ensure employees work in a safe and environmentally friendly manner.

### 3.0 KNOWLEDGE AND SKILL REQUIREMENTS

- Full Grade 12 School Certificate
- Diploma in Mineral Processing or Chemical Engineering
- Member of the Engineering Institution of Zambia
- Registered Engineer with Engineers Registration Board
- 5 years practical plant operating experience in mineral processing operations
- Computer skills and Driving skills (with Valid Driving Licence)

### FIELD OFFICER X 3

<b>JOB TITLE</b>	:	Field Officer
<b>LOCATION</b>	:	Gold Buying Centres (Rufunsa, Lundazi and Chipata)
<b>DEPARTMENT</b>	:	Investments and Marketing
<b>Grade</b>	:	<b>ZG6</b>
<b>SUPERVISOR</b>	:	Manager-Markets and Trades

### 1.0 JOB PURPOSE

To provide gold assaying and trading services to the company.

### 2.0 DUTIES

- Receive and attend to individuals and entities looking to sell gold in the centre and designated trade areas.
- Assay the gold presented for sale using the available equipment (i.e. XRF, Water Density assaying kits and scale).
- Determine the value of the gold being traded using the assay results and the prevailing gold buying price as determined on a daily basis by management.
- Issue receipts for trades on a daily basis and maintain accurate records of trading activities conducted through the trading centre.
- Provide updated electronic records- real time- of the trading activity in the centre for management to track activity.
- Issue payments to the sellers of gold.
- Ensure secure storage of cash and gold in the gold buying centre.
- Update management on a daily basis of the gold and cash held in the gold buying centre and designated gold trading areas.
- Ensure gold is dispatched to the central storage location in Lusaka on the prescribed dates.
- Update management on the activities on the trading centre on a weekly through a detailed report.

### 3.0 KNOWLEDGE AND SKILL REQUIREMENTS

- Full Grade 12 School Certificate
- Diploma in Accountancy or any Finance related field
- 3 years practical experience in a busy trading environment involving handling of cash or frequent transactions.
- Use of computer and Microsoft office tools competently

### OPERATOR – SCRUBBER AND GOLDKACHAS X 1

**JOB TITLE** : Operator – Scrubber and Goldkachas  
**LOCATION** : Kasenseli Gold Project, Mwinilunga  
**DEPARTMENT** : ALLUVIAL  
**Grade** : **ZG6**  
**SUPERVISOR** : Operations Supervisor  
**HEAD OF DEPT** : Metallurgist

#### 1.0 JOB PURPOSE

To ensure operations of the scrubber and goldkacha concentrators run smoothly and set targets are met.

#### 2.0 DUTIES

- Ensure that there is enough material at the stockpile to feed the scrubber unit;
- Ensure that there is enough water in the storage tanks;
- Ensure that the processing units are in good mechanical state;
- Follow start up, operating and shut down procedures;
- Ensure that goldkacha product (concentrates) are recycled (cleaning) before despatched to shaking table;
- Ensure that goldkacha tailings are recycled to recover any escaped nuggets or flakes;
- Ensure that trommel oversize material is checked for trapped nuggets before discarding on oversize stockpile;
- Log operations (running hours, throughput, breakdown, water level, etc) in a log sheet; and
- Report any equipment failures or breakdowns to the Operations Supervisor;
- To ensure that employees work in a safe and environmentally friendly manner.

### 3.0 KNOWLEDGE AND SKILL REQUIREMENTS

- Full Grade 12 School Certificate
- Any technical certificate will be an added advantage

- 3 years practical plant mining industry or processing operations
- Computer skills

## **OPERATOR – SHAKING TABLE AND FURNANCE X 1**

**JOB TITLE** : Operator – Shaking Table and Furnace  
**LOCATION** : Kasenseli Gold Project, Mwinilunga  
**DEPARTMENT** : ALLUVIAL  
**Grade** : **ZG6**  
**SUPERVISOR :** Operations Supervisor  
**HEAD OF DEPT** : Metallurgist

### **1.0 JOB PURPOSE**

To ensure operations of the shaking table and furnace run smoothly and set targets are met.

### **2.0 DUTIES**

- Ensure that there are enough goldkacha concentrates to operate the shaking table;
- Ensure adequacy of recycled and cleaned shaking table concentrates for smelting in a furnace;
- Ensure there is sufficient water in the storage tank for the shaking table operations;
- Ensure that the shaking table and furnace are in good mechanical state;
- Follow start up, operating and shut down procedures;
- Ensure that shaking table products (tailings, middlings and concentrates) are recycled on the shaking table to improve recovery and prepare a good concentrate for smelting operations;
- Ensure that the furnace operations produce product of improved value;
- Report any equipment failures or breakdowns to the Operations Supervisor;
- To ensure that employees work in a safe and environmentally friendly manner; and
- Log operations (running hours, throughput, breakdown, water level, etc) in a log sheet.

### **3.0 KNOWLEDGE AND SKILL REQUIREMENTS**

- Full Grade 12 School Certificate

- Any technical certificate will be an added advantage
- 3 years practical plant mining industry or processing operations
- Computer skills

## **ARTISAN ELECTRICAL X 1**

<b>JOB TITLE</b>	:	Artisan Plant Fitting
<b>LOCATION</b>	:	Kasenseli Gold Project, Mwinilunga
<b>DEPARTMENT</b>	:	ALLUVIAL
<b>GRADE</b>	:	<b>ZG6</b>
<b>SUPERVISOR</b>	:	Operations Supervisor
<b>HEAD OF DEPT</b>	:	Metallurgist

### **1.0 JOB PURPOSE**

To handle all mechanical maintenance and repairs of the processing equipment. Maintain at all times high standards of Safety and Environmental management expected for the operations.

### **2.0 DUTIES**

- Ensure that all the processing equipment are in good operating state;
- Attend to all mechanical faults and repairs;
- Carry out preventive maintenance of all the processing equipment;
- Ensure that mechanical spares are available;
- Initiate procurement of required spares;
- Carry out all new installations and modifications as directed by the supervisors;
- Ensure that any work is carried out in a safe and environmentally friendly manner; and
- Compile monthly mechanical status report.

### **3.0 KNOWLEDGE AND SKILL REQUIREMENTS**

- Full Grade 12 School Certificate
- Craft or Advance Certificate in Mechanical Fitting
- 2 years work experience in mining industry or any other operations

## **ARTISAN ELECTRICAL X 1**

**JOB TITLE** : Artisan Electrician  
**LOCATION** : Kasenseli Gold Project, Mwinilunga  
**DEPARTMENT** : ALLUVIAL  
**GRADE** : **ZG6**  
**SUPERVISOR :** Operations Supervisor  
**HEAD OF DEPT** : Metallurgist

### **1.0 JOB PURPOSE**

To handle all the electrical aspects of the operations and maintain at all times high standards of Safety and Environmental management expected for the operations.

### **2.0 DUTIES**

- Ensure that all the equipment are properly wired and connected to power source;
- Attend to all electrical faults and repairs;
- When working on drives in the system, engage proper safety lockouts to ensure that the power is off and prevent electric shocks;
- Ensure that electrical spares are available;
- Initiate procurement of required spares;
- Carry out all electrical installations and maintenance as directed by the supervisors;
- Ensure that any work is carried out in a safe and environmentally friendly manner; and
- Compile monthly electrical status report.

### **3.0 KNOWLEDGE AND SKILL REQUIREMENTS**

- Full Grade 12 School Certificate
- Craft or Advance Certificate in Electrical Engineering
- 2 years work experience in mining industry or any other operations



## **ATTENDANT X 10**

**JOB TITLE** : Attendant  
**LOCATION** : Kasenseli Gold Project, Mwinilunga  
**DEPARTMENT** : ALLUVIAL  
**Grade** : **ZG8**  
**SUPERVISOR** : Operations Supervisor  
**HEAD OF DEPT** : Metallurgist

### **1.0 JOB PURPOSE**

To collect and move and materials as assigned by the operator or supervisor in order to facilitate the processing of gold.

### **2.0 DUTIES**

- Move and offload feedstock from open pit to the processing unit;
- Opening and closing process water as instructed by the Operator;
- Loading manually of material in buckets for feeding the scrubber;
- Ensure trommel undersize feed pipe is moved between two goldkachas as instructed by the Operator;
- Wash thoroughly oversize material on the goldkacha feed screen;
- Hand pick any nuggets discharged on goldkacha feed screen and trommel oversize discharge tray before loading respective fractions on wheelbarrows and offload on the stockpiles;
- Recycle goldkacha concentrates and tailings as instructed by the operator;
- Move buckets of cleaned goldkacha concentrates to the shaking table;
- Move buckets of cleaned shaking table concentrates to the furnace section for smelting processes;
- Collect empty buckets for scrubber operations;
- Carry out housekeeping duties.

### **3.0 KNOWLEDGE AND SKILL REQUIREMENTS**

- Full Grade 12 School Certificate
  - Any working experience in an industry will be an added advantage
- 2 years in any industry

Applications together with copies of certified certificates and detailed curriculum vitae should reach the undersigned not later than 28<sup>th</sup> August 2020.

**Head Human Resources  
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