

Organization: SMCL (Shanta Gold)

Location: New Luika Gold Mine, Tanzania

Roster: 6 Weeks On / 3 Weeks Off (42/21)

Department: Mine Administration

Reporting To: Procurement Superintendent

Role Purpose:

SMCL is seeking a detail-oriented Procurement Officer responsible for sourcing, purchasing, and expediting materials in support of mining operations. The role ensures all procurement activities comply with company policies, local content requirements, and regulatory standards.

Key Responsibilities:

- Liaise with internal departments to understand procurement requirements
- Review and validate purchase requisitions for accuracy and approval
- Conduct market research to identify suppliers and sourcing opportunities
- Solicit bids and obtain competitive quotations
- Evaluate and compare supplier quotations for decision-making
- Negotiate pricing, delivery terms, and specifications with suppliers
- Process purchase orders, requisitions, and change orders
- Expedite orders and follow up to ensure timely delivery
- Coordinate receipt and inspection of goods with warehouse/logistics teams
- Manage return-to-supplier processes for non-conforming goods
- Monitor supplier performance in quality, cost, and delivery compliance

- Ensure adherence to Local Content Requirements and Tanzanian regulations
- Maintain accurate procurement records and audit documentation
- Support cost control through effective sourcing and negotiation
- Prepare and submit weekly procurement performance reports
- Uphold ethical procurement standards and transparency
- Support continuous improvement of procurement systems
- Perform other duties as assigned by the Procurement Superintendent

Required Qualifications & Experience:

- Bachelor's degree in Procurement, Supplies, Business Administration, or related field
- Membership with Procurement Registration Board (mandatory)
- 3–5 years' procurement experience
- Mining or exploration experience is an added advantage
- Strong knowledge of Tanzanian import/export regulations
- Proficiency in Microsoft Office Suite

How to Apply:

Interested candidates are invited to submit their CVs, copies of certificates, and a cover letter, clearly indicating “**Procurement Officer**” in the subject line, to: recruitment@shantagoldltd.com

Closing Date: Not later than 08th May 2026

Additional Information: This position follows a 6 weeks on / 3 weeks off roster at New Luika Gold Mine in Tanzania. Shortlisted candidates will be contacted for interviews.