



VACANCIES

COMMUNITY RELATIONS MANAGER – NGARA (RE-ADVERTISED)

Position Summary:

Tembo Nickel is seeking to recruit **Community Relations Manager** to join the Tembo Nickel Project Team. S/he will have full responsibility for the assigned activities and be one of the primary interfaces with the identified local stakeholders. S/he will maintain regular communications with local government officials and other strategic partners at Village, Ward, Districts and Regional level.

The successful candidate will report to the **Site General Manager**

Duty Station: Tembo Nickel Project Site- Ngara

Roster: 6/3

Duties and Responsibilities

- Manage the daily operations of community relations, providing guidance, leadership, and direct support in all aspects of service provision.
- Ensure smooth and functional Community Relations programs maintaining efficient systems and ensuring delivery of quality services.
- Manage budgets and approve expenses for Community relations related costs, ensuring costs are maintained within allocated budgets.
- Provide mentorship and support to staff around professional development, workload management, trauma-informed approach, and staff wellness.
- Cultivate an environment of teamwork through regular Team meetings and on-going training.
- Cultivates collaborative relationships with varied community stakeholders.
- Coordinates closely with Communication Team and Government Relations colleagues to ensure consistent, appropriate communications and timely follow-up.
- Ensure that all community grievances are resolved following Tembo Nickel process and compliance to international standards.

Qualifications and Competencies

- Master's degree in Social, Economic, Environmental, International Development, Rural Planning, Public Administration and Policy or other relevant field or experience.
- 15 years of work experience in Community relations with 5 years in senior Management.
- Solid understanding of environmental and social risks and safeguards, International Standards and Human Rights.
- Ability to engage and enable active participation of regional administration, district local government authority and local communities.
- Ability to develop plans, budgets, and reports.
- Mining experience will be an added advantage.

SAFETY SYSTEMS & COMPLIANCE SPECIALIST

Position Summary:

Safety System & Compliance Specialist provides general Safety system support and legal requirements compliance to the health and safety team and the site at large, including but not limited to Checking all the documents on the occupational health and safety management system and advice their review to the responsible document holder.

The successful candidate will report to the **Safety Lead**

Duty Station: Ngara

Roster: 6/3

Duties and Responsibilities

- Ensure administration and management of the health & safety management system in line to the ISO45001:2018.
- Identifying all legal requirements and Appointments pertaining to Mining act and OSHA act.
- Ensure compliance to applicable codes, legislation and procedures including health and safety.
- Interact and cooperate with all department members and ensuring support in filling and documenting work-related documents.
- Designing Health and safety auditing tool/audit system to ensure compliance.
- Communicate audit outcomes with the relevant heads of department and ensure actions are closed out in a timely manner.
- Identifying all elements of TNCL safety framework system establishing an audit system to ensure compliance and audit compliance to current or active permissions and licenses.
- Organize and maintain a document control system, team meetings, solve safety issues, coordinate audits, and inspections, track corrective actions and incident data, review important safety

documents and other duties that require a high degree of attention to detail.

- Assist in to make improvement and implement required changes relation to health and safety management system.
- Manage the operation of the document control centre to ensure that all users have the latest version of appropriate documentation in a timely manner.
- Develop and maintain a comprehensive filling system and computer database/system for all documents to be retained in the documentation in a control centre.
- Ensure that department documents are well managed, organizing an archiving system, retrieving documents upon request, and outlining a long-term storage strategy.
- Ensure a timely, accurate and efficient preparation and management of documents, control the numbering, sorting, filing and retrieval of both electronic and hard copy documents produced by the departments.
- Maintain quality assurance of all outgoing documentation, track, transmit and accurately file hard copy and electronic documents.
- Coordinate multi-office and work-sharing information in a timely manner. Perform any other duties that may be required from time to time as directed by your supervisor / Manager.

Qualifications

- Diploma/Degree in OHS Management system.
- ISO 45001:2018 OHS Management system certification.
- Any Health and Safety related qualifications.
- 5-10 years' experience in a similar role.
- Any other relevant training certification to deliver role requirements.

DOCUMENT CONTROLLER/SAFETY ADMINISTRATOR

Position Summary:

Safety Administrator provides general administration and support to the health and safety team, including but not limited to office works and document control. Can also write reports about the company's occupational Health and Safety to ensure seamless access across departments.

Check all the document on the occupational health and safety management system and advice their review to the responsible document holder.

The successful candidate will report to the **Safety Lead**

Duty Station: Ngara

Roster: 6/3

Duties and Responsibilities

- Ensure administration and management of the health & safety management system and attends general issues that are received, redirecting queries to members of the health and safety team as required.
- Follow up on Health & Safety training records, assist with course registration, issuing certificates as required.
- Process of accident / incident forms, PTO's, WPI, VFL and updating spreadsheets, follow up actions as required.
- Ensure a timely, accurate and efficient preparation and management of documents, control the numbering, sorting, filing and retrieval of both electronic and hard copy documents produced by the departments.
- Maintain quality assurance of all outgoing documentation, track, transmit and accurately file hard copy and electronic documents.
- Coordinate multi-office and work-sharing information in a timely manner.
- Develop and maintain a comprehensive filling system and computer database / system for all documents to be retained in the documentation in a control centre.
- Ensure that department documents are well managed, organizing an archiving system, retrieving documents upon request, and outlining a long-term storage strategy.
- Manage the operation of the document control centre to ensure that all users have the latest version of appropriate documentation in a timely manner.
- Organize and maintain a document control system, team meetings, solve safety issues, coordinate audits, and inspections, track corrective actions and incident data, review important safety documents and other duties that require a high degree of attention to detail.
- Assist in to make improvement and implement required changes relation to health and safety management system.
- Ensure compliance to applicable codes, legislation and procedures including health and safety.
- Interact and cooperate with all department members and ensuring support in filling and documenting work-related documents.

- Perform any other duties that may be required from time to time as directed by your supervisor / Manager.

Qualifications

- Certificate / Diploma in office administration.
- Relevant training certification to deliver role requirements.
- Three years administration, document control and office work experience.
- Any Health and Safety related qualifications.
- ISO Management system awareness training is an added advantage.

COMMUNITY RELATIONS OFFICERS(RAP)-5

Position Summary:

Tembo Nickel is seeking to recruit a Community Relations Officers - **RAP** to join the Tembo Nickel Project Team. **The CR Officers- RAP** will support the Community Relations and Social Performance Manager in implementing the Tembo Nickel RAP by promoting a clear understanding of the Tembo Nickel Resettlement implementation activities amongst the PAPs and local communities.

This is a Fixed Term contract of 1 Year and the successful candidate will report to the **CR RAP Lead**

Duty Station: Tembo Nickel Project Site- Ngara

Duties and Responsibilities

- Serve as liaison between TN and identified local stakeholders. Assist with key studies and research with a social aspect e.g., Environmental & Social Impact Assessment and Health Impact Assessment.
- Facilitate key Project work streams that have a community interface e.g., resettlement and exploration/surface drilling.
- Assist other Project departments (e.g., Security and Health, Safety & Environment) to identify and plan mitigation strategies for key social impacts.
- Write and submit all relevant reports (e.g., stakeholder engagement report, weekly report etc) to the Community Relations Lead for review and submission.
- Participate on development of department plans, monitoring, and evaluation of department activities.
- Jointly with Community Relations team, undertake monitoring, internal evaluation and documentation of all work done by CR Department.
- Undertake other duties as reasonably assigned by Community Relations Lead.
- In the absence of CRL the Senior Community Relations Officer will act as Community Relations Lead.

Qualifications and Competencies

- Advanced Degree in Social Sciences, Sociology, Social Anthropology, rural development, Environmental Sciences, or a related discipline, required.
- Minimum 5-7 years of professional experience working within rural communities in Tanzania required.
- Experience of investor financed Projects compliant with the International Performance Standards on land acquisition and livelihood restoration preferred.
- Minimum 5 years experience in, implementing and monitoring of Land Acquisition, Resettlement programs with specific experience on conducting land acquisition negotiations and agreements.
- Experience of overseeing execution of compensation payments and interfacing with banking institutions required.
- Excellent and proven data management skills and attention to detail required.
- Fluency in English and Swahili (written and spoken) essential.
- **Willingness to be based and work in an assigned Region is essential.**

How to Apply

Applicants are invited to send their resumes indicating the role title in the subject via email jobs@tembonickel.com

Application closing date is 25th April, 2023

Note: We are committed to provide equal employment opportunities based on merit and we do not charge candidates any fees in the whole recruitment process.

Tembo Nickel offers a competitive remuneration package and ONLY shortlisted candidates will be contacted.

Women are strongly encouraged to apply.

For and on behalf of Tembo Nickel, Kabanga Nickel Project.