



VACANCY ANNOUNCEMENT



Bisha Mining Share Company is inviting applicants for the following positions for its Bisha Site Project.

1. Engineering Planned Maintenance Supervisor (01).

Major Duties and responsibilities:

- Computer Maintenance Management System
- Data collection
- Training

Profile: Qualifications and Experience.

Formal Education, Certifications or Equivalents	<ul style="list-style-type: none"> Diploma or certificate in maintenance planner
Working Experience – Nature & Length	<ul style="list-style-type: none"> Minimum of 8 years' experience in maintenance scheduling work including, reporting or equivalent experience in a maintenance delivery environment Proven ability and understanding of operations for planning associated with all phases of engineering, design procurement, construction & management for the successful delivery of programs Ability to perform effectively under pressure and manage competing priorities and achieve project deadlines.
Leadership Experience – Nature & length of time	<ul style="list-style-type: none"> Minimum of 2 years as supervisor in the planning department
Other skills and abilities	<ul style="list-style-type: none"> Competent in the use of primavera & other planning products such as MS projects. Fluent in English Safety Conscious

2. HUMAN Resources Officer (1).

Position Overview and Key Responsibilities:

- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Process verifies and maintains documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Gather personnel records from other departments and/or employees.
- Search employee files in order to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Request information from law enforcement officials, previous employers, and other references in order to determine applicant's employment acceptability.
- Compile and prepare reports and documents pertaining to personnel activities.
- Inform job applicants of their acceptance or rejection of employment.
- Select applicants meeting specified job requirements and refer them to hiring personnel.
- Arrange for in-house and external training activities.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Provide assistance in administering employee benefit programs and worker's compensation plans.
- Administer and score applicant and employee aptitude, personality, and interest assessment instruments.

Profile: Qualifications and Experience

Formal Education, Certifications or Equivalents	BA. In one of a Social Sciences fields.
Working Experience – Nature & Length	<ul style="list-style-type: none"> Knowledge of administrative and clerical procedures, managing files and records, designing forms, and other office procedures. Knowledge of principles and procedures for personnel recruitment, selection, compensation and benefits, labour relations and negotiation. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
Leadership Experience – Nature & length of time	None
Other skills and abilities	Safety conscious. Computer soft wares.

General Information and other requirements:

- Place of Work: Bisha site.
- Type of contract: Definite Period.
- Salary: As per Company salary scale.
- Additional requirement for Nationals:
- Having fulfilled his/her National Service obligation and provide evidence of release paper from Ministry of Defense.
- Present clearance paper from current/last employer
- Testimonial documents to be attached (CV, work experience credentials, a copy of your National Identity Card etc.).
- Only shortlisted applicants would be considered as potential candidates for an interview.
- Application documents will not be returned to sender and,
- All applications should be sent through the post office.
- Deadline for application: 10 days from the day of publication in the Newspaper.
- Address: Please mail your applications to;

Bisha Mining Share Company,
P. O. Box 4276 Asmara, Eritrea

Note to Eritrean applicants:

Please send a copy of your application to
Ministry of Labor and Human Welfare
Department of Labor
P.O.BOX 5252, Asmara, Eritrea

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Veteran Fighter
Minister of Local Government
Mr. Woldemichael Gebremariam

15/02/1941 - 04/08/2013

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**Zara Mining
Share Company**

Job title & number	Stores and fleet officer (1)	Duties responsibilities &	Daily patrol over the company's properties and working place. Correct any behavior or conduct violating the security rules. Detect and report any potential risk or hidden danger or any unusual situation that cause threat to the property and personal safety. Prevent and identify incident such as fire, accidents, dangerous materials, mental and physical violence, natural disaster. Report and manage to remedy if any such incidence occurs, and minimise the damage and loss. As per job description.
Duties responsibilities &	Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received. Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff. Planning, organizing, and directing the work of the section to meet objectives with the most efficient use of personnel, facilities and equipment Managing the special equipment, trucks and all vehicles. Perform inspections of purchased parts, subassemblies or finished company products according to well defined criteria using standard physical, mechanical and/ or electrical measurements. As per job description.	Knowledge & Skills Requirement	Ability to reach resolution to complex and unusual problems among staffs. Ability to cooperate with and positively influence other teams (the project team, government, suppliers) An enthusiastic, self-starting attitude towards working with all involved parties, based on a foundation of mutual respect for all. Good skill in convincing and persuading. Ability to use different types of security equipment and keep them under strict control. Ability to react at the very moment of any emergency and control the situation. Familiar with the surrounding environment on local dwellers, local terrain, weather, traffic, people flow and other information that should be acquired through investigation. Speak English and Eritrea language.
Knowledge & Skills Requirement	Ability to communicate in English and Eritrean language. Strong written and oral communication skills. Reliable, responsible and dependable and fulfilling obligations. § Personable and approachable. Ability to reach resolution to complex and unusual problems involving various units. Ability to work with and positively influence suppliers.	Education	Secondary school preferable.
Education	§ Degree or Diploma in Commerce,	Experience Required	At least 4 years experience in similar works, mining industry experience preferable.
Experience Required	§ At least five years' experience working directly in a warehouse in a similar capacity. § Preferably having experience with a mining or exploration company.	Physical Requirement	To be able to pass a full Doctor's Physical examination. Strong physical condition. To be able to work to ZMSC's rosters
Physical Requirement	§ To be able to pass a full Doctor's Physical examination § To be available to work in accordance with ZMSC rosters	Job title & number	Assistant Cook (2)
Duties responsibilities &	1. Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received. Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction. Handles and documents storage and transportation of hazardous materials. Maintains the warehouse, records area and stores area in a neat and orderly manner. As per job description.	Duties responsibilities &	To assist the cook to prepare and cook meals for employees in appropriate quantities to the company's nutritional standards, ensuring hygiene is paramount. § Assist with receivables and check the quality and quantities of received goods. Ensure proper storage of all items received at the appropriate location, following all health and safety guidelines. § Apply and comply with safe and healthy working practices, and with company policies and procedures. Assist with weekly stock takes. § As per job description.
Knowledge & Skills Requirement	Ability to communicate in English and Eritrean language. Strong written and oral communication skills. Reliable, responsible and dependable and fulfilling obligations. Personable and approachable. Ability to reach resolution to complex and unusual problems involving various units. Ability to work with and positively influence suppliers.	Knowledge & Skills Requirement	Good verbal communication skills. Good food handling and preparations skills. Sound knowledge and application of giving suggestion on nutritional food preparation. Knowledge of kitchen equipment. Reports all hazards and incidents. Stock control/stock loss to be at a minimum. Minimal complaints regarding quality of food or hygiene issues.. Willing to undertake tasks requested by management outside the job description should the need arise. Preferable speak English and Eritrean language.
Education	§ Degree or Diploma in Commerce,	Education	Ability to communicate in English.
Experience Required	At least 4 years experience in similar works, mining industry experience preferable.	Experience Required	§ Minimum of 3 years in a kitchen environment.
Physical Requirement	To be able to pass a full Doctor's Physical examination. Strong physical condition. To be able to work to ZMSC's rosters	Physical Requirement	To be able to pass a full Doctor's Physical examination To be able to work to ZMSC's rosters
Job title & number	AP & Treasury Officer (1)	Job title & number	Cleaner (3)
Duties responsibilities &	The Accounts Payable and Treasury Officer is to ensure the efficient performance of duties related to supplier invoices, prepare payments to suppliers, Bank reconciliations and reconcile Accounts payable accounts of the company. § Accountable for the accounts payable system. This would include a thorough understanding of the systems' procedure and use. Prepare the supplier account statement. § Maintain and reconcile accounts payable account. Select and prepare payments to Suppliers invoices on a regular and cyclical basis. File and maintain the paid supplier invoice files.	Duties responsibilities &	Maintain a clean, tidy and hygienic work area including rubbish segregation and disposal from the camp area. Carry out other duties as required by management. Washing of all personnel clothing. Cleaning all Main Camp rooms once a week. Cleaning of ablution blocks daily. Let management know when cleaning material is running out As per job description.
Knowledge & Skills Requirement	Ability to communicate in English and Eritrean language. Strong written and oral communication skills. Reliable, responsible and dependable and fulfilling obligations. Personable and approachable. Ability to reach resolution to complex and unusual problems involving various units. Ability to work with and positively influence suppliers. Ability to foresee the potential hazard and eliminate them before occurring. Ability to propose with advisable opinions. Ability to work with and positively influence other teams (the project team, government, suppliers etc.). Ability to reach resolution to complex and unusual problems involving various stakeholders.	Knowledge & Skills Requirement	Cleaning experience in a camp or community environment. High hygienic standards. Advanced knowledge of cleaning equipment. To be able to pass a full Doctor's Physical examination To be able to work to ZMSC's rosters. Willing to undertake tasks requested by management outside the job description should the need arise. Preferable speak English and Eritrean language.
Education	Diploma in Finance or Accounting.	Education	Ability to communicate in English.
Experience Required	At least 10 years experience in similar or the same position, mining industry experience preferable.	Experience Required	Minimum of 3 years similar work experience
Physical Requirement	§ To be able to pass a full Doctor's Physical examination § To be available to work in accordance with ZMSC rosters	Physical Requirement	To be able to pass a full Doctor's Physical examination To be able to work to ZMSC's rosters
Job title & number	Security Guard (2)	General Information and other requirements: Place of work: Asmara and Zara Site, based on the nature and assignment of work. Occasional assignment to other locations. Salary: As per Company scale Additional Requirement for nationals: Having fulfilled his/her National Service obligations and provide evidence of a release paper from the Ministry of Defense. Provide the clearance paper from the Police and present the Medical certificate. Present clearance paper from the current/last employer. Only short listed applicants would be considered as potential candidates for interview. Application documents will not be returned back to the sender and/or applications should be sent through the post office. Deadline for application: 10 days from the day of publication in the Newspaper. Address: Please mail your applications to: Zara Mining Share Co. P.O. Box 2393. Asmara, Eritrea Note to Eritrean applicants: Please send a copy of your application to: Ministry of Labor and Human Welfare, Department of Labor. P.O.Box 5252 Asmara, Eritrea	

