



INTERNSHIP ANNOUNCEMENT

NAPOL MINING LIMITED MWENDAKULIMA KAHAMA

HEAD OFFICE.

BACKGROUND OF THE COMPANY.

Napol Mining Limited is a registered company in Tanzania .The company was established in year 2015 with the certificate of incorporation 118916.The company Head office at first was located at Block K Mponvu Street Geita, but since October 23. 2022 up-to-date the company Head office located at Block No 34 Mwendakulima Ikandilo Street Kahama. Napol Mining has been one of the Company providing both mining and non-mining services. The company services based on ,Gold Elution Service, VAT leaching process, Gold dealer, Hardware services, Logistic and Transportation service and Plastic Factory.

Internship Details

This position is currently unpaid, although a small stipend may become available depending on future funding decisions. However ,the internship will provide excellent training and experience for anyone considering a future in environmental education/interpretation. We request a minimum commitment of 10 to 12 hours per day in a week , with up to 12 weeks available. Scheduling is flexible and could include a variety of weekdays as well as Saturdays and Sundays.

Internships Available

Position :Marketing officer (1) post

Qualification/Knowledge/ Skills.

- Bachelor's degree or diploma in marketing and sales or business administration or in a related field
- **Strong** communication skills with the ability to discuss any issue with a wide variety of individuals and groups.
- Capacity to produce content on time ,with attention to detail, and an emphasis on identifying and pitching to a target audience.
- A well – organized team player with the ability to perform various tasks ,act individual , and think creatively.
- Familiarity with Microsoft application.

- Willing to learn and develop marketing skills.
- Competitive and proactive attitude.
- Fluency in Kiswahili and English.

Responsibilities

- Monitor digital marketing campaigns based on goals .
- Build and maintain trusting relationships with new and existing customers.
- Design and execute marketing and promotional campaigns for clients.
- Generate new leads to grow company revenue.
- Work directly with marketing and sales team to accomplish tasks assigned by senior management.
- Present ideas to the sales and marketing team and other operational areas within the organization to improve sales process and marketing procedures to ensure we are operating efficiently and effectively.

Position ; Mechanical Engineer (1) post

Qualification /Knowledge /Skill.

- Bachelor's degree , Diploma or Certificate in mechanical engineering or in a related fields.
- Ability to communicate effectively and clearly.
- Must be self -motivated and a great team player
- Experience in using Microsoft.

Responsibilities

- Perform engineering calculations to support design work.
- Generate working prototype for better testing and customer demonstration.
- Develop testing process and perform testing and validation of new designs.
- Ensure project timeline is meet and project stays within budget.

Position: Safety officer's (1) post

Qualification/Knowledge/Skill.

- Diploma or certificate in safety and environmental management- industrial hygiene or equivalent/or certificate in occupational health and safety.
- Prior experience with process safety management and risk management programs preferred.

- Continuous improvement principle and practices.
- Strong communication skill (fluency in English and Kiswahili).
- Familiarity with Microsoft application.
- A well-organized team player.
- Excellent knowledge of legislation and procedures.
- Experience with writing policies and procedures for health and safety.

Responsibilities

- plan and implement OHS policies and programs.
- Advise and lead employee on various safety – related topic.
- Adhere to all the rules and regulation.
- Work with HR to set up a new employee on -boarding process for safety.
- Prepare and present reports on accidents and violations and determine causes.
- Oversee workplace repair installations and any other work that could harm employees safety.
- Conduct risk assessment.

Position; Mechanic (1) posts

Qualification/knowledge/skills.

- Certificate from a vocational training center , (VETA) or equivalent certificate.
- Working knowledge of vehicle diagnostic system and methods.
- Precautions for protections against accidents, dangerous fluids and chemicals .

Responsibilities

- Conduct routine maintenance.
- Diagnose and fix vehicle problems.
- Provide detailed estimates for repairs.
- Keep logs of all work performed.

To- Apply

Send cover letter explaining your background , experience and why you are interested in our internship position , and resume to; info@napol.co.tz . Copy to ; lovenessnapolmining52@gmail.com. The CV could include your educational certificate in one pdf documents. For More Information About Napol Mining limited visit; www.napol.co.tz

All Application letter and Resume with Educational Certificate must be in one documents send via Human Resource Manager . And for more clarification you can contact us through our office number ;**0692896893**.

Important notes;

- Please do not attach any other document not requested here.
- Please only apply if you qualify for this post.
- Application submitted via email, or by hand .
- You will be required to present original certificates, CVs, and Transcripts if you are contacted for interviews.
- Age of a candidate must be range between 18-35years.
- Working place for successfully candidate will be either Kahama or Geita.
- Female applicants will be given added advantages.

APPLICATION DEADLINE;

- Closing date for application is the **3rd of February 2023.**
- Successfully shortlisted candidates will be contacted for interview.