



JOB OPPORTUNITIES

Build your career where Excellence is Mined!

Trinity Nyakabingo Mines Ltd, a leading Wolfram mining company located in Shyorongi Sector, Rulindo District, Northern Province, is driven by operational excellence, safety, and people development.

As part of our continued growth and commitment to high-performance mining operations, Management invites applications from competent, qualified, and experienced professionals to fill the following positions. We are looking for individuals who are disciplined, safety-conscious, and ready to contribute to a dynamic and purpose-driven mining environment.

I. SAFETY AND HEALTH OFFICER (7 Positions)

1. **Position/Job Title:** Safety & Health Officer
2. **Job Grade:** C3
3. **Department:** Safety, Health, Environment & Community
4. **Reports To:** Health & Safety Section Leader
5. **Job Brief:** Full Inspections. Under the direction of the Safety and Health Section Leader will be responsible for all safety and health inspection activities at the area of operation.
 - ❖ Responsibilities: The Safety & Health Officer has the following responsibilities and duties:
 - ❖ Ensure daily, weekly and monthly inspection activities are carried out.
 - ❖ Identify and ensure nonconformities in operation are reported on time.
 - ❖ Ensure Health and Safety Procedures are followed all the time.
 - ❖ Assist in the investigation of incidents to determine root cause, and corrective actions where necessary.
 - ❖ Ensure corrective actions are followed up and completed
 - ❖ Identify and ensure needed PPEs are requested and distributed to the users.
 - ❖ Enforce the proper use of PPE in operation.
 - ❖ Create Health and Safety awareness across the in operation.
 - ❖ Ensure all necessary records are properly maintained
 - ❖ Follow mine plans
 - ❖ Enforce health and Safety standards in operation.
 - ❖ Ensures effective Management of Safety Representative. including: Staffing needs, meeting of their tools of trade, their Performance Management, their Training & Development needs, Leave scheduling, their Welfare and their Discipline Management.
 - ❖ Partnering with other Mine Supervisors to facilitate optimum performance
 - ❖ Understand, promote and operate by Company vision, values, objectives and strategies.
 - ❖ Write and submit daily, weekly and monthly reports to the OHS Section Leader in a timely manner.
 - ❖ Comply and ensure the Safety Representatives comply with Company work and leave





- ❖ schedules and all other Policies and Procedures.
- ❖ Perform any other duty as may be assigned by the Supervisor or Management.

6. Job Requirements: A Health & Safety Officer should have the following education, experience and skills:

- ❖ A bachelor's degree in mining or Diploma in OHS, Public Health or other related fields.
- ❖ Recognized Certificate in OHS related.
- ❖ Working experience of at least 3 years in the field.
- ❖ Positive attitude and excellent communication skills at least in English.
- ❖ Good report writing skills.
- ❖ I am willing and able to work overtime
- ❖ Teamwork spirit.
- ❖ Presentation and Reporting skills.

II. FLEET OFFICER (1 Position)

1. **Position/Job Title:** Fleet Officer
2. **Grade:** C3
3. **Department:** Supply Chain
4. **Reports To:** Stores & Fleet Supervisor
5. **Job Brief:** Fleet Officer is responsible for managing Company fleet and leading a team of Drivers to efficiently execute transport duties of a Company using light vehicles.

6. Responsibilities: The Fleet Officer has the following responsibilities and duties:

- ❖ Develops, monitors and maintains the Company's Fleet Policy, Procedures and Processes.
- ❖ Creates work schedules and transportation routes for Drivers to pick-up and take Company Staff, Materials, Spares, to their destinations
- ❖ Deploys and Assigns Drivers to transportation routes and schedules.
- ❖ Manages efficient Fuel Consumption by each vehicle.
- ❖ Monitors Drivers and Heavy Machine Operators to ensure adherence to the assigned routes and schedules.
- ❖ Ensures vehicles/machines regular maintenance and ordering of urgent repairs and spare parts as needed by vehicles.
- ❖ Ensures Drivers/Operators comply with proper driving practices, standards and have appropriate driving licenses.
- ❖ Ensured Drivers/Operators follow the Mining, Health and Safety procedures in order to meet the required performance.
- ❖ Manages vehicle efficient acquisition, legislation and licensing.
- ❖ Ensures Fleet Team receives up-to-date training for efficient work in order to uphold safe driving standards.

A handwritten signature in blue ink, appearing to read 'Nyakabingo'.



- ❖ Ensures the Fleet Team adheres to the Company's agreement on work and leave schedules.
- ❖ Ensures Cars/Machines are kept in good and clean conditions.
- ❖ Devises and deploys means for transport section to be cost efficient.
- ❖ Develops Fleet Budget and submits a draft to the Supervisor and ensures efficient Management once approved.
- ❖ Gives to the Supervisor Monthly performance reports on Transport.
- ❖ Complies and ensures drivers comply with all Company Policies and Procedures.
- ❖ Perform any other tasks as required by the Superior or/and Management.

7. Job Requirements: The Fleet Officer should have the following education,

- ❖ High School Diploma in Fleet Management related field
- ❖ Have relevant Driving Permit
- ❖ At least 3 years' experience in Fleet Management
- ❖ Have basic knowledge of Vehicle Mechanics
- ❖ A good knowledge and best practices in the Mining Industry or related industry
- ❖ Verbal and Written Communication at least in English
- ❖ Interpersonal Relations Skills
- ❖ Leadership, Organization and Decision-Making skills
- ❖ Time Management and Multitasking abilities
- ❖ Analytical and attention to details
- ❖ Integrity.

III. STORES OFFICER (1 Position)

1. **Position/Job Title:** Stores Officer
2. **Job Grade:** C3
3. **Department:** Supply Chain
4. **Reports To:** Stores Supervisor/Commercial Manager
5. **Job Brief:** Stores Officers

6. Responsibilities: The Stores Officers has the following responsibilities and duties:

- ❖ Monitoring of the store balances.
- ❖ Receiving and issuing the items physically and system.
- ❖ Create requisitions for inventory items within the reorder quantity.
- ❖ Perform cycle count of items.
- ❖ Coordination with other Mines on the intercompany transfer.
- ❖ Maintain good housekeeping of the store.
- ❖ Complies and ensures the Stores Attendants complies with all Company Policies and Procedures.
- ❖ Perform any other tasks required by the Superior or Management



7. Job Requirements: The Stores officer should have the following education, experience and Skills:

- ❖ Bachelor's degree in any related field
- ❖ 2 years of experience or more in the field
- ❖ Integrity and Professionalism.
- ❖ Detailed and Organized
- ❖ Computer and MS Office application skills
- ❖ Interpersonal Relationship Skills
- ❖ Communication Skills at least in English

IV. JUNIOR GEOLOGIST (2 Positions)

1. Position/Job Title: Junior Mine Geologist

2. Job Grade: C3

3. Department: MRM

4. Reports To: Mine Geologist (Mining)

5. Job Brief: The role of the Junior Geologist is to learn and understand the geological process within the Company and best geological practices in general to eventually assist the Mine Geologist in his daily tasks. His/her initial role will involve practical and theoretical training through observing and training from the Mine Geologist and researching available materials at the Company and on various websites.

6. Responsibilities: The Junior Geologist has the following responsibilities and duties:

- ❖ Familiarize himself/herself with the geological processes used in the Company and learn and understand these processes within a set time
- ❖ Shadow the Mine Geologist in his/her daily tasks with the aim of being able to do these tasks unaided
- ❖ Study all geological material available to him/her to have an advanced understanding of the resource and be able to offer advice and support to the mining operations
- ❖ Understand the role of MRM department within the mining operations
- ❖ Ensuring s/he adheres to the health and safety regulations
- ❖ Compliance with all Company Policies and Procedures
- ❖ Perform any other task as may be required by the Supervisor and or Management.

7. Job Requirements: The Junior Geologist should have the following education, experience and Skills:

- ❖ Bachelor's degree in Mine Geology or similar qualification.
- ❖ 3 years' Experience preferably in the mining environment.
- ❖ Basic knowledge of mining operations.
- ❖ Some knowledge of CAD software and spatial data software.
- ❖ Basic experience in computer packages such as the office suite and/or Microsoft Office.
- ❖ Good verbal and written communication skills.





- ❖ Trustworthy and have sober habits.
- ❖ Motivated and performance driven.
- ❖ Be able to work within a team environment.
- ❖ Have a culture which promotes safety.

V. DRIVERS'/ Light Vehicles (2 POSITIONS)

1. **Position/Job Title:** Driver/Light Vehicle
2. **Job Grade:** B3
3. **Department:** Supply Chain
4. **Reports To:** Fleet Officer
5. **Job Brief:** Drives Employees/people to and from working sites, Delivers and picks up Spare parts, machines and other materials in the assigned area.
6. **Responsibilities:** The Drivers have the following responsibilities and duties:
 - ❖ Driving Employees to Work Sites
 - ❖ Picks up and delivers, spares parts, Equipment and Materials from/to respective areas.
 - ❖ Follow the required procedures as a Driver to meet the required performance.
 - ❖ Drives the car safely so as not to incur accidents.
 - ❖ Adheres to the Occupational Health & Safety, Environment and Social, HR and Security regulation of the Company.
 - ❖ Adheres to the agreed Company work and leave schedules.
 - ❖ To be timeous on tasks and be present on job.
 - ❖ Ensure the vehicle is kept clean and in working condition and reports to the Superior in case of any need for repair.
 - ❖ Comply with all Company Policies and Procedures.
 - ❖ Performs any other tasks as required by the superior.
7. **Job Requirements:** a Driver should have the following education, experience and skills:
 - ❖ Must have valid category B driving license.
 - ❖ Must have at least 3 years of Secondary Level education
 - ❖ Experience of 2 years or more in driving light vehicles.
 - ❖ Skills and knowledge of the spare parts, tools and minor repairs.
 - ❖ Professionalism, positive attitude and Excellent communication skills.
 - ❖ Punctuality and time management skills. Strong Work Ethics and a Team Player.
 - ❖ Dedicated to her/ his work.

VI. LABOR CONTROLLER (3 Positions)

1. **Position/Job Title:** Labor Controller
2. **Job Grade:** C1
3. **Department:** Human Resources & Administration





4. Report to: Human Resources & Administration Manager

5. Job brief:

The Labour Controller is responsible for assisting and supporting the HR Department in the execution of all HR functions at the mining sites. This includes monitoring AWOP cases, recording and reporting all labor changes, and tracking workplace injuries. The role further entails monitoring, controlling, and reporting on mining labor deployment, attendance, safety compliance, and discipline across both underground and surface operations, ensuring full alignment with company policies, work schedules, employee relations requirements, and safety standard.

6. Responsibilities: The Labor Controller has the following responsibilities and duties:

7. Key Duties and Responsibilities

- ❖ Monitor and control mining labor attendance, including AWOP cases for underground crews and surface operations.
- ❖ Track, record, and report all changes related to mining labor deployment, movements, and status.
- ❖ Prepare and submit accurate daily mining labor figures and manpower reports.
- ❖ Record, monitor, and report all injuries involving mining labor in accordance with safety and reporting procedures.
- ❖ Control and enforce proper use of Personal Protective Equipment (PPE), always ensuring smartness and full compliance.
- ❖ Support and promote proper first aid practices at designated work areas and during mining operations.
- ❖ Ensure full compliance with company policies, procedures, and site regulations, while guiding mining labor to comply accordingly.
- ❖ Enforce adherence to approved work schedules, shift arrangements, and leave plans within designated work areas.
- ❖ Monitor and ensure that all teams in assigned areas comply with company rules, policies, and operational procedures.
- ❖ Carry out any other duties related to labor control and mining operations as may be assigned by the Supervisor or Management.

8. Job Requirements: The cooks should have the following education, experience and Skills:

- ❖ High school Diploma in Human Resources or related field
- ❖ A1 Diploma in Mining (RPLC Graduate) would be an added advantage
- ❖ Health & Safety (First Aid,) Training
- ❖ 1 Year experience in the field in Mining Environment or related environment.
- ❖ Communication Skills & Interpersonal Relationship Skills with knowledge of at least English.
- ❖ Professionalism, Responsible and organized.
- ❖ Resilience, Respectful & Compassionate.
- i. Integrity & Honesty





Please submit the following documents in a single file attachment to the e-mail address: recruitment.nyakabingo@trinity-metals.com indicating which position, you are applying for and addressed to the General Manager of Trinity Nyakabingo Mine Ltd.

- ❖ Application letter/A cover letter setting out briefly the candidate's motivation and suitability for the position not more than 1 page,
- ❖ A Curriculum Vitae- maximum 3 pages,
- ❖ The name, position and contact number for three references, one of them being from your recent employer, preferably your direct Supervisor.
- ❖ A copy of education and training certificates/diplomas/degrees
- ❖ Any pertinent recommendation letter that the candidate may wish to add.
- ❖ A copy of relevant work certificates.
- ❖ A copy of ID

Applications Submission Deadline

The deadline for Application is 22/02/2026

The applications submitted after the deadline will not be considered.

Only short-listed candidates shall be contacted.

For other inquiries, please contact HR Office on **+250791345409** during working hours

Done at Nyakabingo, on 07/02/2026



Justin UWIRINGIYIMANA
General Manager



Trinity Nyakabingo Mine Ltd. Company Reg. N° 100511011
Part of Trinity Metals Ltd

Shyorongi, Rulindo, Northern Province, P.O. Box 7149, Kigali-Rwanda | +250 789 312 308
www.trinity-metals.com | nyakabingo@trinity-metals.com