

SUPPORT SERVICES OFFICER.

Location: Nyanzaga Mine Site, Tanzania.

Employment Type: Fixed Term of 24 Months.

Perseus Mining (Tanzania) Limited (SMLC) is seeking a **Support Services Officer**.

The Support Services Officer provides operational, administrative, and logistical support to ensure efficient delivery of non-core (support) services at a large-scale gold mining operation. The role coordinates site services such as camp administration, catering and housekeeping liaison, travel and accommodation, office and meeting facilities, and general administrative support to contribute to a safe, compliant, and productive working environment.

Key Responsibilities:

2.1 General Administration & Coordination

- Provide day to day administrative support to the Support Services / Site Services function and other departments as directed.
- Prepare, format, and maintain documents including letters, memos, reports, registers, and presentations.
- Maintain organized electronic and hard copy filing systems for contracts, service records, permits, and other documentation.
- Assist in the preparation of regular reports (weekly, monthly, quarterly) onsite support services performance and activities.
- Maintain office supplies, stationery, and consumables, ensuring adequate stock levels and cost control.

2.2 Camp, Catering & Housekeeping Support

- Coordinate with camp management, catering, and housekeeping contractors to ensure agreed service levels are met (accommodation standards, food quality, hygiene, laundry, and cleaning).
- Maintain accurate camp occupancy records, room allocations, and rotation schedules for employees and contractors.
- Receive and log feedback or complaints from camp residents and follow up with contractors for timely resolution.
- Support inspections of camp, kitchen, dining, and housekeeping areas for cleanliness, safety, and compliance with company standards.
- with planning and communication of camp rules, regulations, and site living standards.

2.3 Travel, Transport & Logistics Support

- Assist in coordinating travel arrangements for site-based and visiting personnel (flights, ground transport, meet-and-greet).
- Maintain travel and transport schedules, ensuring alignment with rotation plans and site access requirements.
- Liaise with security and logistics teams to ensure smooth arrivals, departures, and material movement where required.

Document Owner: Human Resources	Document uncontrolled when printed	Authorised By: Philippe Blackburn	
Doc. ID:	Rev No:	Date Issued	Date Printed: 19/08/2026

- Keep up-to-date registers of company vehicles used for support services (e.g. camp vehicles, shuttle buses) and assist in scheduling their use when required by the Support Services Superintendent.

2.4 Office, Meeting & Event Support:

- Coordinate booking and setup of meeting rooms, training rooms, and other common-use facilities.
- Arrange refreshments, equipment, and materials for meetings, workshops, and training sessions.
- Support site-based events and employee welfare activities (e.g. safety days, awareness campaigns, cultural or community engagement events), as directed.

2.5 Procurement & Contractor Interface (Support Services Scope)

- Raise purchase requisitions for support services consumables and minor items (e.g., office supplies, cleaning consumables, camp amenities) in accordance with company procedures.
- Assist in monitoring support services contracts (catering, housekeeping, camp management, laundry, waste management) by tracking KPIs, verifying service delivery, and supporting invoice verification.
- Liaise with contractors on routine operational matters, escalating performance or compliance issues to the Support Services Superintendent.

2.6 Compliance, Governance & HSE Support

- Adhere to and promote company health, safety, environmental (HSE) and community relations policies and procedures.
- Participate in safety meetings, toolbox talks, and incident reporting as required.
- Support compliance with Tanzanian legislation, company policies, and internal controls for site services, documentation, and data privacy.
- Assist in keeping updated records of permits and licenses relevant to support services (e.g., food handling, health inspections, camp health and safety compliance), as directed.

2.7 Stakeholder & Community Interface (Internal)

- Act as a first point of contact for employees and contractors for general support services inquiries.
- Maintain professional communication with all departments (Mining, Processing, Maintenance, HSE, HR, Community Relations, Security) to align support services with operational needs.
- Support effective communication between site management, contractors, and workforce on matters related to camp rules, services, schedules, and changes.

2.8 Other Duties

- Perform any other related tasks or special projects as reasonably assigned by the Support Qualifications & Experience:
Essential:
- Diploma or bachelor's degree in business administration, Hospitality Management, Logistics, Public Administration, or related field.

Document Owner: Human Resources	Document uncontrolled when printed	Authorised By: Philippe Blackburn	
Doc. ID:	Rev No:	Date Issued	Date Printed: 19/08/2026

- Minimum 3–5 years’ experience in an administrative, hospitality, logistics, or camp services role, preferably in:
- Mining, oil & gas, construction, or other remote site operations; or
- Large-scale industrial / institutional catering, facilities, or hotel management.
- Demonstrated experience in coordinating multiple support functions and dealing with contractors/service providers.
- Desirable:
- Prior experience working at a remote mining camp or similar large, remote operation in Tanzania or East Africa.
- Familiarity with ERP or business systems (e.g. SAP, Pronto or similar) for purchasing, timekeeping, or reporting.
- Experience working in a multicultural environment.

Knowledge, Skills & Competencies:

- Technical & Functional Skills:
- Strong administrative and organizational skills with high attention to detail.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and basic database or spreadsheet reporting.
- Good understanding of camp operations, catering/housekeeping standards, or facilities management concepts.
- Basic understanding of procurement and contract administration processes (raising PRs, checking invoices, maintaining records).
- Behavioural Competencies:
- Strong interpersonal and communication skills (written and verbal), with ability to interact at all levels.
- High level of integrity, confidentiality, and ethical conduct.
- Ability to plan, prioritize, and work under pressure in a fast-paced, remote site environment.
- Problem-solving mindset with service-oriented attitude.
- Cultural awareness and respect, with ability to work effectively in a diverse team.

Language Requirements:

- Fluency in Swahili and good command of English (written and spoken) required.
- Ability to translate or interpret between English and Swahili will be an advantage.

Work Environment & Conditions:

- Site-based position at a large-scale gold mining operation in Tanzania.
- Roster-based work (e.g. 4 weeks on / 2 weeks off, or similar), subject to company policy.

Document Owner: Human Resources	Document uncontrolled when printed	Authorised By: Philippe Blackburn	
Doc. ID:	Rev No:	Date Issued	Date Printed: 19/08/2026

- Predominantly office-based with regular visits to camp, catering facilities, and other site infrastructure.
- Exposure to a remote, industrial environment with strict health, safety, and security requirements.

Key Performance Indicators (KPIs):

- Accuracy and timeliness of administrative tasks and reports.
- Quality and reliability of camp occupancy records and travel/rotation coordination.
- Internal customer satisfaction with support services (feedback from departments and site personnel).
- Compliance with HSE, company procedures, and documentation standards.
- Responsiveness and resolution time for support service-related issues and requests.

Authorization & Interfaces:

- Direct Report:
- Reports to Support Services Superintendent
- Key Internal Interfaces:
- HR, HSE, Finance, Logistics, Security, Mining, Processing, Maintenance, Community Relations.
- Key External Interfaces:
- Camp management, catering, housekeeping, laundry, transport, and waste management contractors.
- Travel agents and other local service providers where applicable.
- Services Superintendent / Site Services Manager.

Where You'll Be Working

Nyanzaga Gold Project is Perseus's first planned operation in Tanzania, located in the Lake Victoria Goldfields. A Final Investment Decision was made in April 2025, with first gold production targeted for early 2027.

The project places strong emphasis on sustainability and local development, with programs dedicated to employment, skills training, infrastructure, and long-term social outcomes. Once operational, Nyanzaga is expected to become a key contributor to Perseus's future growth and a flagship project in East Africa

About Us

Perseus Mining Limited is an ASX and TSX listed gold producer, developer, and explorer focused on the African continent.

Document Owner: Human Resources	Document uncontrolled when printed	Authorised By: Philippe Blackburn	
Doc. ID:	Rev No:	Date Issued	Date Printed: 19/08/2026

With a strong pipeline of projects including our flagship Nyanzaga development in Tanzania and an expanding presence in the region, we currently operate three gold mines: Edikan in Ghana, and Sissingué and Yaouré in Côte d'Ivoire.

Driven by a clear growth strategy to maintain annual gold production exceeding 500,000 ounces, Perseus is focused on operational excellence and long-term value creation.

We are dedicated to developing skills, offering rewarding careers, and providing the opportunity to make a real impact within a progressive and growing organisation spanning multiple African nations.

How to Apply:

Applications will only be received by email to perseus@globeconnect24-7.com with the advertised job title Support Services Officer as the subject line of the email.

Applications close on 9th September, 2026. Perseus Mining reserves the right to remove advertised roles prior to this date. Only shortlisted applicants will be contacted.

To align with Perseus Mining's commitment to safety, the successful candidate will be required to undergo pre-employment checks, including a medical screening.

Perseus Mining is an equal opportunity employer that supports and cultivates a diverse workforce. We value our employees and empower them to enhance their skills and advance their careers

Document Owner: Human Resources	Document uncontrolled when printed	Authorised By: Philippe Blackburn	
Doc. ID:	Rev No:	Date Issued	Date Printed: 19/08/2026