

---

**Morupule Coal Mine (MCM) is a mining company established in 1973 to mine and unlock true value of coal for all stakeholders. The MCM business is at the heart of a prosperous future for Botswana with coal production contributing significantly to the economic development of Botswana. The Mine is owned by the Minerals Development Company Botswana (MDCB) a mining investment entity of the Government of Botswana.**

**Morupule Coal Mine is located 7 km northwest of the urbanized village of Palapye (the fastest growing center outside the capital city of Gaborone), along the Serowe-Palapye national highway (A14). The company's vision is 'To be a partner of choice in the global coal transition'.**

**The Company Seeks to invite suitably qualified and experienced candidates for the following position:**

### **Head of Legal & Governance**

#### **Job Summary:**

To provide Secretarial, Legal and Governance compliance services to Morupule Coal Mine in line with its strategic business plan by, overseeing all legal matters within the Mine, act as an advisor to protect MCM's business interests, drives a culture of legal risk awareness across the Mine, as well as providing legal and company secretarial services to the Board and Board Committees of MCM.

#### **Key Activities:**

- Provides Board Secretarial Service to Morupule Coal Mine in line with industry best practice principles.
  - Implements the Mine Secretarial quality assurance programme in accordance with set governance protocols/principles.
  - Identifies and manages the implementation of and adherence to legal and corporate governance principles/requirements.
  - Analyses the functional area's financial needs to develop a budget and ensures sufficient financial resources to meet business needs.
  - Manages and controls allocated funds and operates within approved parameters.
  - Develops and manages the Mine archives systems and ensures compliance to legal requirements.
  - Advises management (all departments) on legal matters inter-alia:
    - scrutinizing legal documents and making recommendation regarding content and alterations in the interest of the company.
    - coordinating correspondence with regard to legal matters and liaising with interested stakeholders.
  - Draws up lease agreements and contracts in direct liaison with stakeholders ensuring that:
    - Premises are adequately and properly maintained.
    - Services provided meet the needs of the Mine.
    - Risk exposure in the contract /agreement is minimized and managed.
  - Ensures that management is kept aware of statutory developments.
-

- Monitors all leases, agreements, and contracts to ensure compliance by all stakeholders and takes appropriate action where there are deviations.
- Manages and coordinates the implementation of safety, health and environmental programme in area of responsibility.
- Identifies and implements creative and innovative ideas to continuously improve and sustain business performance.
- Implements the talent management initiatives in area of responsibility by ensuring the right competence and effectiveness of manpower (capacity building) through developing and implementing career, succession, training and development plans.

**Minimum Education & Experience Requirements:**

- Degree in Law or equivalent.
- 10 years working experience, 5 years of which should have been involved in Board Secretarialship in a medium to large organisation.

We offer competitive salary package. Prospective candidates must be medically and physically fit and willing to work in an Underground Coal Mining Environment and meet demanding schedules. Candidates who meet the above requirements must apply with certified copies of certificates and a comprehensive curriculum vitae addressed to:

**HEAD OF HUMAN RESOURCES**

Morupule Coal Mine, Private Bag 35 **PALAPYE**

Email: [Recruitment@mcm.co.bw](mailto:Recruitment@mcm.co.bw)

**Closing date: 08 March 2024**

**PLEASE DO NOT RESPOND THROUGH FAX AND NOTE THAT RESPONSES WILL ONLY BE MADE TO APPLICANTS CONSIDERED FOR INTERVIEW.**