
Morupule Coal Mine is a worldclass surface and underground coal mining company that mines and processes coal primarily for generation of electricity in Botswana. MCM has expanded its product portfolio spanning from power generation to other forms of use as well as venturing into the export markets.

Applications are invited to fill the vacancies of:

I. ARTISAN- DIESEL MECHANIC X2, AUTO ELECTRICIAN X1 (5 MONTHS FIXED TERM CONTRACT)

Job Summary

To execute the installation, maintenance, and modifications of equipment in the line of trade (i.e, mechanical and/or electrical).

Key Activities:

- Maintains equipment in relevant trade using appropriate maintenance technologies to ensure optimum equipment availability and reliability by verifying the planned maintenance schedule and recommending appropriate amendments as necessary, performing inspections, and identifying areas needing attention, diagnosing faults, and assessing the requirements for spares, labour, tools/equipment, and time, advising the supervisor to ensure availability, interpreting equipment performance characteristics.
- Carries out scheduled/non-scheduled installations, repairs, and overhauls in compliance with engineering standards and procedures.
- Provides feedback to the supervisor on tasks completed to ensure that equipment maintenance history is captured and documented correctly.
- Plans for work to be done by obtaining all relevant permits and carrying out risk assessments before commencing work.
- Providing information for the development of work schedules.
- Attends to all administrative functions, taking cognisance of the need to create a clear audit trail.
- Adheres to all safety health and environmental policies and procedures in area of responsibility.
- Identifies and implements creative and innovative ideas to improve the Mini Business Unit performance.
- Recommends and incorporate cost saving initiatives into budget and operates within approved parameters.

Leadership Competencies

- Achievement orientation.
 - Judgement and decision making.
 - Managing performance and holding people accountable.
 - Planning, coordination, and execution.
 - Concern for Safety, Health, and the Environment
 - Change leadership.
 - Problem solving.
 - Teamwork & collaboration.
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- Developing others.

Technical Competencies

- Asset Management & Optimisation
- Technical Analysis
- SHE Risk Management.

Minimum Education & Experience Requirements:

- O' Level plus National Craft Certificate (NCC) in Heavy Plants Mechanics, National Craft Certificate (NCC) in Auto Electrical or equivalent.
- 2 year post qualifying experience or successful completion of the Artisan Development Program (ADP) in relevant trade.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

2. MAINTENANCE OPERATIVE-GARAGE X2 (5 MONTHS FIXED TERM CONTRACT)

Job Summary:

Carries out basic repairs, services and installations on plant /machinery/equipment in relevant trade, within scope of practice and training.

Key Activities:

- Adheres to all quality assurance/governance protocols/principles in area of responsibly.
- Participates in control of Mini Business Units cost saving initiatives by optimizing resource utilization in area of responsibility.
- Removes and replaces defective components/parts as directed by the relevant supervisor.
- Confirms availability of consumables with supervisor.
- Operates specialized equipment and power/hand tools relevant to his/her trade which he/she was trained on (e.g. impact wrenches, electric drills/saws, grinding wheels, oxy-acetylene torch etc.
- Carries out basic troubleshooting on machinery/equipment.
- Reads and interprets basic technical drawings, diagrams and workshop manuals.
- Performs tasks of a predominantly manual nature (e.g., cleaning, digging, fetching, sweeping, loading, unloading, painting) as required.
- Carries out administrative functions taking into cognizance the need to create a clear audit trail by:
 - Completing job cards to the correct standard
 - Complying to all operational and engineering procedures related to tools, manuals, work practices.
- Adheres to all safety, health and environmental policies and procedures in area of responsibility.
- Identifies and implements creative and innovative ideas in order to improve Mini Business Unit performance.

- Maintains effective relationships with clients/partners/customers to ensure achievement of Mini Business Unit objectives.
- Takes responsibility for providing excellent service by developing self, applying skills, knowledge and experiences to improve and measure their own performance against clear standards.

Minimum Education & Experience Requirements:

- Trade Test B in Heavy Plants Mechanics (MTTC qualification) or equivalent.
- 2 years post experience in an engineering environment or successful completion of the Operatives Development programme.

3. DRIVER X2 (5 MONTHS FIXED TERM CONTRACT)

Job Summary:

To drive light, heavy and extra heavy duty vehicles in line with the MCM procedures and standards as directed by the Transport Supervisor.

Key Activities:

- Adheres to all quality assurance/governance protocols/principles in area of responsibly.
- Participates in control of Mini Business Units cost saving initiatives by optimizing resource utilization in area of responsibility.
- Conducts risk assessment before the commencement of any work as per laid down policies and procedures.
- Performs pre - start and visual checks (such as brakes, lights, oil, water, wheel nuts and appropriate licenses displayed) on vehicle/machinery in order establish any defects, assessing specific requirements and reporting findings to the supervisor as appropriate.
- Carries out the Mines transport services on shift by:
 - Driving a variety of rigid and articulated vehicles to provide transport services to the mine. (Example of vehicles: buses, combis, lowbed, flatbeds, tractors, light vehicles, trucks, bomag rollers).
- Adhering to planned transport schedules and adhoc trips as directed by the supervisor.
- Observing all company regulations and public road traffic regulations.
- Ensures that all transport vehicles and equipment within shift are kept clean by personally cleaning the interior and exterior of the vehicles and that they are in good running condition by regularly sending them for service and reporting any defects to supervisor.
- Inspects buses and pool vehicles to ensure compliance to standards.
- Complies with all customs and immigration formalities necessary on cross border trips.
- Over inspects vehicle checklists of all transport vehicles, identifies and investigates anomalies and takes corrective action at the beginning and end of shift.
- Ensure safety of company vehicles during trips and in the event of a breakdown arrange for the removal of the vehicle to a safe place.
- Attends to all administrative functions of the position, taking cognizance of the need to create an audit trail by :
 - Carrying out and observing all associated administrative and clerical procedures.
 - Documenting vehicle defects in the checklist and in the vehicle fault register.

- Maintaining the vehicle checklist
- Complying to all operational and engineering procedures related to tools, manuals, work practices.
- Adheres to all safety, health and environmental policies and procedures in area of responsibility.
- Identifies and implements creative and innovative ideas in order to improve Mini Business Unit performance.
- Maintains effective relationships with clients/partners/customers in to ensure achievement of Mini Business Unit objectives.
- Takes responsibility for providing excellent service by developing self, applying skills, knowledge and experiences to improve and measure their own performance against clear standards.

Minimum Education & Experience Requirements:

- BGCSE or equivalent
- 2 year experience in a transport environment
- Extra Heavy-Duty Driver's License
- PRDP special- buses
- PRDP Goods

4. ASSISTANT ACCOUNTANT

Job Summary:

To provide and coordinate an effective accounting service to ensure adherence to all MCM policies and procedures.

Key Activities:

- Finalises and accumulates financial information to adjust, close and balance off General Ledger accounts and period end (Income Statement, Balance Sheet and Cash Flow Statement) according to organisational procedure.
- Maintains an efficient and effective general ledger transaction processing.
- Provides an Accounts Receivables, Accounts Payables, Asset Accounting and Cash Management service.
- Provides Production accounting service by:
 - ❖ Ensuring timeous reports for cost management within Production.
 - ❖ Extracting cost reports, analysing trends and making recommendations.

Competencies

- Change Leadership
- Impact and Influence
- Business Acumen
- Planning, Coordination & Execution
- Concern for Safety, Health and the Environment (SHE)
- Service Orientation

Minimum Education & Experience Requirements:

- Degree in accounting plus progress towards professional qualification (ACCA, CIMA, BICA)
- 3 years' experience in an accounting environment preferably in a mining environment
- Registration with the Botswana Institute of Chartered Accountants (Accounting Technician, Associate, Fellow)
- Class B Driver's License.

We offer competitive package. Prospective candidates must be medically and physically fit. 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

Closing date: 02 August 2024

PLEASE DO NOT RESPOND THROUGH FAX AND NOTE THAT RESPONSES WILL ONLY BE MADE TO APPLICANTS CONSIDERED FOR INTERVIEW. THIS VACANCY IS OPEN TO BOTH CITIZENS AND NON-CITIZENS.]