
Morupule Coal Mine (MCM) 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.

The Company seeks to invite suitably qualified and experienced candidates for the following positions:

I. SUPPLY CHAIN MANAGER

Job Summary:

To develop and manage the implementation of the MCM Supply Chain Strategy and service delivery across the value chain which includes local procurement, contract management, key account management, business development, inventory management, logistics and warehousing, materials management and repairs management.

Key Activities:

- Implements the Supply Chain Management quality assurance programme in accordance with set governance protocols/principles.
- Manages the implementation of operational Supply Chain strategies to optimize logistics, procurement, inventory and warehousing costs whilst managing the Supply Chain risks.
- Manages the provision of all purchasing, warehousing and inventory control services within agreed Service Level Agreements.
- Interprets data from analytics and intelligence reports to identify constraints, supplier performance and value leakages.
- Reviews and identifies opportunities for improvement in logistics, warehousing, inventory management and purchasing activities.
- Manages the development and implementation of MCM Citizen Economic Empowerment strategy.
- Manages and coordinates the implementation of Safety, Health and Environmental programmes in area of responsibility.
- Implements knowledge management principles through application of tools and methodologies to continuously improve and sustain business performance.
- Manages the implementation of 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.
- Establishes and maintains effective relationships with all key stakeholders and partners to ensure achievement of business objectives.

Minimum Education & Experience Requirements:

- A Bachelor's Degree in a related business discipline or equivalent.
- Management Development Programme will be an added advantage.
- 10 years 'relevant experience in a commercial environment, with 3 years' at managerial level.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

2. AUTOMATION & INSTRUMENTATION ENGINEER

Job Summary:

To develop, coordinate, and oversee automation and instrumentation systems within the mine. This role requires expertise in designing, implementing, and maintaining control and instrumentation systems, ensuring the efficient and safe operation of mining processes.

Key Activities:

- **System Design & Implementation:** Develop and implement automation and instrumentation solutions to optimize mining operations.
- **Maintenance & Troubleshooting:** Oversee the maintenance and troubleshooting of instrumentation systems, ensuring minimal downtime and operational efficiency.
- **Project Management:** Manage instrumentation projects from conception to completion, ensuring alignment with company goals and compliance with industry standards.
- **Safety & Compliance:** Ensure all instrumentation systems comply with safety and regulatory standards, with a focus on health, safety, and environmental protocols.
- **Continuous Improvement:** Identify opportunities for process improvements and implement innovative instrumentation solutions to enhance performance.

Minimum Education & Experience Requirements:

- A Bachelors' Degree in Automation, Electrical Engineering, Control & Instrumentation, or a related qualification.
- 8 years' post-qualification work experience in automation and instrumentation systems, with at least 3 years in the mining industry.
- Registration with Engineers Registration Board (ERB) Botswana.
- Proficiency in PLC programming, SCADA systems, instrumentation devices, and other control systems.
- Knowledge of Management Systems such as ISO 55001: 2014, ISO 45001: 2018 & ISO 14001: 2015.

3. MAINTENANCE COORDINATOR – TOWNSHIPS & UTILITIES

Job Summary:

To manage maintenance operations across potable water systems (BOS 32:2015) and sewage treatment facilities (BOS 93:2012). This role is crucial in upholding water quality, availability, and efficiency while ensuring compliance with relevant standards.

Key Activities:

- **Water & Sewage System Oversight:** Coordinate and maintain potable water and sewage treatment systems, ensuring compliance with BOS 32:2015 and BOS 93:2012 standards.
- **Quality & Availability:** Oversee water quality management and ensure availability, proactively addressing issues to support operational needs.
- **Water Efficiency:** Identify and implement improvements to increase water use efficiency across operations, reducing waste and optimizing resources.

- **Team Leadership:** Supervise and coordinate maintenance teams, ensuring timely and effective maintenance responses.
- **Compliance & Reporting:** Ensure all maintenance activities adhere to health, safety, and environmental regulations, and provide regular reports on system performance and efficiency efforts.

Minimum Education & Experience Requirements:

- BGCSE/O' Levels **plus** a National Craft Certificate in a related trade, or a National Diploma in Electrical, Mechanical, Water Engineering or related qualification.
- 8 years' relevant experience as Maintenance Artisan or 4 years' post - qualification and relevant experience for National Diploma holder.
- Understanding of SHE Management Systems such as ISO 45001: 2018 & ISO 14001: 2015.

4. ASSISTANT ACCOUNTANT– RE-ADVERTISEMENT

Job Summary:

To perform accounting duties, as well as supporting financial management across different MCM functions, and assisting in analyzing financial data in accordance with the International Financial Standards, and policies of the Mine.

Key Activities:

- Accumulates and finalizes financial information to adjust, balance off and close General Ledger accounts and period end according to organizational procedure.
- Maintains an efficient and effective general ledger transaction processing.
- Accounts receivables and accounts payables management.
- Provides Cash / bank management service.
- Supervise and coordinate staff.

Minimum Education & Experience Requirements:

- A Bachelors' Degree in Accounting **plus** qualified/close to attaining a professional qualification (ACCA, CIMA, BICA).
- 3 years' experience in an accounting environment, preferably in a mining environment. Audit experience would be an added advantage.
- Registration with the Botswana Institute of Chartered Accountants (Accounting Technician, Associate, Fellow).
- Experience working with an ERP system is essential.
- Understanding of SHE Management Systems such as ISO 45001: 2018 & ISO 14001: 2015.

5. ARTISAN – ELECTRICIAN

Job Summary:

To execute the installation, maintenance, that is both preventative and corrective, modifications of equipment in the line of trade (i.e. electrical).

Key Activities:

- Carries out scheduled/non-scheduled installations, repairs, and overhauls in compliance with engineering standards and procedures.
- Maintains medium voltage equipment using appropriate maintenance technologies to ensure optimum equipment availability and reliability.
- Conduct electrical testing and inspections to verify the integrity of medium voltage installations.
- Conduct inspections and troubleshooting to ensure optimal performance on medium voltage systems.
- Adheres to all Safety, Health and Environmental policies and procedures in area of responsibility.

Minimum Education & Experience Requirements:

- BGCSE/O' Levels **plus** a National Craft Certificate in Electrical or a related qualification.
- 2 years' post qualification experience or successful completion of the Artisan Development Program (ADP) in relevant trade. Experience in installation, maintenance, and troubleshooting of medium voltage equipment is required.
- Class B driver's license.
- Understanding of SHE Management Systems such as ISO 45001: 2018 & ISO 14001: 2015.

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 a Cover Letter, Certified copies of certificates, Certified copy of identity & Driver's License, a Comprehensive Curriculum Vitae (CV) addressed to:

Head Of Human Resources
Morupule Coal Mine
Private Bag 35
Palapye, Botswana
Email: recruitment@mcm.co.bw

Kindly state the position that you are applying for as the subject.

Closing date: **21 November 2024**

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