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**Morupule Coal Mine is a worldclass opencast 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 following vacancies. The roles are central to execution of MCM's bold, ambitious and exciting strategy and drive achievement of Zero Harm in its operations.**

## **I. HEAD OF MINING**

### **Job Summary:**

Oversees the Mine opencast and underground operations and ensuring that production targets are achieved in a safe and profitable manner. Leads the development of the mining annual plan and budget in line with the operational strategy. Head of Mining ensures that resources and equipment are available to enable the respective operations to meet their targets.

### **Key Activities:**

- Executes production according to set mining production targets in alignment with business strategy and integrated mine plan.
- Ensures that mining activities align with the targets of the entire operational value chain by seeing to it that mining activities are executed according to the integrated mine plan, which also involve plant operations as well as marketing and logistics
- Oversees production throughput according to the mine plan and align to MCM strategy.
- Oversees the management of quality control and ensure ROM is produced at the required size and quality levels, aligned to plant processing requirements, contributing to delivering quality products to the customer
- Oversees and ensures that ventilation activities and other mining support services are managed and executed according to plan
- Oversees the management of resources and labour to deliver on operational targets.
- Ensure legal compliance to mining regulations, mine processes and alignment to ISO 45001:2018 and ISO 14001:2015 standards requirements.
- Develop and embed an innovation, high performance and continuous business improvement culture.
- Drive an employee health and wellness culture.
- Direct subordinates to achieve individual and team objectives by ensuring the right competence and effectiveness (capacity building) through developing and implementing talent plans.

### **Key Competencies**

- Leadership and team effectiveness
- Change leadership and innovation
- Strategic thinking
- Risk management
- Business acumen

### **Minimum Education & Experience:**

- Bachelor's Degree in Mining Engineering. Master's degree will be an added advantage.
- Management/Executive Development Programme.
- Registration with Botswana Engineers' Registration Board or equivalent.
- 10+ years relevant experience with 4 years at a senior management level.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

## **2. TECHNICAL SERVICES MANAGER**

### **Job Summary:**

This role integrates technical services, which include Mine Planning, Survey, Ventilation, Geotechnical and Geological sections to support the mine's production functions. The Technical Services Manager will be responsible and accountable for developing the life of mine business plans for production aimed at maximizing value from the resource to the customer. With a strong strategic focus, the Technical Services Manager must identify strategic resources for development in line with MCM's long-term production targets.

### **Key Activities:**

- Oversee and manage a comprehensive portfolio of technical disciplines, which includes Geology, Geotechnical, Mine Planning, Survey and Ventilation to meet the requirements and needs of the mine.
- Drive technical services activities such as development of LOM business plans, exploration drilling, resource and reserve statements, survey activities and mine plan optimisation.
- Provide technical support and expertise to the operation on production and project related matters to ensure safe and profitable extraction of coal.
- Direct the implementation of best practice for operational excellence.
- Implement and drive the technical assurance processes.
- Continuously drive the improvement in terms of digitalization and automation by initiating and supporting digital and automation initiatives within technical services functions.
- Develop a framework for application of knowledge management principles to ensure effective knowledge capture, exchange, and adaptation.
- Develop a framework for identification and implementation of creative and innovative ideas and processes to ensure continuous business improvement.
- Direct subordinates to achieve individual and team objectives by ensuring the right competence and effectiveness through developing and implementing talent plans.
- Ensure compliance to legal requirements, adhering to regional and national laws, as well as international compliance requirements.
- Establish and maintain effective relationships with all key stakeholders and partners to ensure achievement of business objectives.

### **Key Competencies:**

- Leadership and team effectiveness

- Change leadership and innovation
- Strategic thinking
- Risk management
- Business acumen
- Technical knowledge of coal mining, geology, mine survey and ventilation.

### **Minimum Education & Experience Requirements:**

- Bachelor's Degree in Mining, Geology, Rock Engineering, Mine Planning, Survey or equivalent. Master's degree will be an added advantage.
- 8+ years relevant experience in a mining environment with 4 years at managerial level.
- Registration with Botswana Engineers' Registration Board or equivalent.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

## **3. PROJECTS MANAGER**

### **Job Summary:**

Responsible for the planning, management, and delivery of medium and large complex project studies to support the MCM Strategic Plan and the subsequent implementation of approved expansion, business improvement and stay in business projects within the project's portfolio.

### **Key Activities:**

- Will manage and deliver the study phase of project assessment, where the detailed analysis of alternatives is considered, develop business cases, and if financially viable, seek approval for execution i.e. concept, pre-feasibility, and feasibility studies (front end loading process)
- Record of successful delivery of large integrated greenfield or brownfield capital mining projects.
- Effective safety leadership and behavior modeling for the project team, consultants, specialists, contractors, and construction workforce.
- The development of an integrated plan (from the scope of work) incorporating all stakeholders requirements and technical functions while meeting Morupule Coal Mine standards.
- Set-up of required project controls to ensure delivery against these standards and the objectives as defined in the project charter.
- Undertake the required studies to the required level of details (concept, feasibility, and execution phases) necessary to implement the Strategic Plan. Able to apply divergent thinking to project issues, demonstrate rigorous and impartial decision making to assess project issues, alternatives, and options to arrive at a financially viable solution.
- Develops integrated, cross-functional Project Execution Plans (PEP) including items such as Execution Strategy, Engineering, Procurement, Construction, Commissioning and Operational Readiness plans.
- Set-up Project for success, including items such as alignment on roles and responsibilities with senior leadership and clients.
- Ensures transparent reporting of progress supported by being an excellent communicator to Board and Stakeholders to manage and seek project stage gate approvals.
- Provides effective leadership and management of cross-functional team to deliver project against objectives as defined in the project charter.

### **Key Competencies:**

- Leadership and team effectiveness
- Change leadership and innovation
- Strategic thinking
- Risk management
- Business acumen Demonstrate project controls knowledge to develop and manage project budgets.
- Major capital project execution in mining and related operations environment.
- Contractor Management.

#### **Minimum Education & Experience Requirements:**

- Bachelor's Degree in Projects Management or equivalent.
- Subsequent qualification in project management or demonstrated record of achievement.
- 8+ years' experience in the Project Management environment entailing; area such as Study Management (Front End Loading Studies), Construction management, General Management, Contractor Management and Project Execution in mining and related operations environment.
- Registration with Botswana Engineers' Registration Board or equivalent.
- Project management-related certification (PMP, PRINCE2 etc.) will be an added advantage.
- Management/Executive Development Programme will be an added advantage.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

#### **4. CIVIL AND EARTHWORKS COORDINATOR**

##### **Job Summary:**

Reporting to the Projects Manager, the incumbent will be responsible for on-site management of civil, structural and earthworks activities of approved expansion, business improvement and stay in business projects within the MCM project's portfolio.

##### **Key Activities:**

- Monitor performance of Contractor.
- Co-ordinate and direct Contractor.
- Review Contractor method statements.
- Ensure compliance to project specifications and construction drawings.
- Compliance to site quality control procedure.
- Play active role in developing safety culture.

##### **Key Competencies:**

- Motivated self-starter with high energy level, action orientation and ability to follow through to completion.
- Excellent communication, presentation skills and an influential negotiator.
- Excellent technical knowledge of construction and project management.
- Ability to prioritize and plan effectively.

## **Minimum Education & Experience Requirements:**

- Bachelor's Degree in Engineering in Civil, Structural and/or Construction Management or equivalent qualification.
- 6+ years project construction experience, as Civil and Earthworks Supervisor or Engineer within mining projects environment.
- Project management-related certification (PMP, PRINCE2 etc.) will be an added advantage.
- Registration with Botswana Engineers' Registration Board or equivalent.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

## **5. MANAGEMENT ACCOUNTANT**

### **Job Summary:**

To manage the accounting section in order to provide the Mine with an effective accounting service, as well as support financial management across different MCM functions, and assisting in analysing financial data in accordance with the International Financial Standards, and policies of the Mine.

### **Key Activities:**

- Collaborate with department heads and Mini Business Areas to develop annual budgets, operating plans, and performance targets, ensuring alignment with strategic objectives and financial goals.
- Prepare and analyse financial reports, budgets, forecasts, and variance analyses to provide insights into business performance, trends, and opportunities for improvement.
- Maintain confidentiality, integrity, and accuracy in handling financial data, ensuring compliance with internal policies, accounting standards, and regulatory requirements.
- Assist with month-end and year-end closing processes
- Supervise and coordinate staff in the accounting section.

## **Minimum Education & Experience Requirements:**

- A Bachelors' Degree in Accounting or equivalent **plus** a full professional qualification in ACCA, CIMA or BICA.
- 6+ 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 (Associate or Fellow).
- Experience working with an ERP system is essential.
- Understanding of SHE Management Systems such as ISO 45001: 2018 & ISO 14001: 2015.

## **6. ARTISAN RIGGER**

### **Job Summary:**

To execute the installation, maintenance, that is both preventative and corrective, modifications of equipment in the line of trade.

### **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.

#### **Minimum Education & Experience Requirements:**

- O'level/BGCSE plus National Craft Certificate (NCC) in Rigging or equivalent.
- 2+ years post qualifying experience or successful completion of the Artisan Development Program (ADP) in relevant trade.
- Class B Driver's License.
- Understanding of SHE Management Systems such as ISO 45001: 2018 & ISO 14001: 2015.

#### **7. LEARNER OFFICIAL - HUMAN RESOURCES, BENEFICIATION, MINING, ENGINEERING, GEOLOGY, GEOTECHNICAL, MINE PLANNING, LEGAL, BUSINESS IMPROVEMENT, CORPORATE AFFAIRS, MECHANICAL & ELECTRICAL ENGINEERING, OCCUPATIONAL HYGIENE, MEDICAL AND MARKETING & LOGISTICS.**

#### **Job Purpose:**

To develop technical, professional, and soft skills by giving practical exposure to various business functions on a **24-months development programme**.

- Successful candidates will undergo a development programme of up to 24 months, in which they will be required to put to practical use the acquired knowledge and skills and gain on the job experience in their areas of specialisation.

#### **Position Requirements:**

- Bachelor's Degree in Social Sciences, Industrial & Organisational Psychology, Human Resources Management or equivalent for the **Human Resources** position.

- Bachelor's Degree in Communication or Public Relations for **Corporate Affairs** position.
- Bachelor's Degree in Law for **Legal & Governance** position.
- Bachelor's Degree in Occupational Hygiene for the **Safety, Health & Sustainability** position.
- Bachelor of Medicine for **Health** position.
- Bachelor's Degree in Marketing Management or equivalent for **Marketing & Logistics** position.
- Bachelor's Degree in Mineral Processing, Metallurgy, Chemical Engineering or related field for the **Beneficiation** position.
- Bachelor's Degree in Engineering, Project Management, Industrial Engineering, Mining, Business Intelligence and Data Analytics or related field for **Business Improvement** position.
- Bachelor's Degree in Mechanical and Electrical for **Engineering** discipline positions.
- Bachelor's Degree in Mining, Geology, Geotechnical, Rock Engineering, Mine Planning, Survey or related field for the **Mining – Production, Ventilation, Geotechnical & Mine Planning** positions.
- A minimum of second-class upper division (4.0/5 GPA or 70%) or equivalent.
- Awareness of SHE Management System 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 Card, a Comprehensive Curriculum Vitae (CV) addressed to:

**Head Of Human Resources**  
 Morupule Coal Mine  
 Private Bag 35  
 Palapye, Botswana  
 Email: [recruitment@mcm.co.bw](mailto:recruitment@mcm.co.bw)

**Closing Date: 28 January 2025**

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

**PLEASE DO NOT RESPOND THROUGH FAX AND NOTE THAT RESPONSES WILL ONLY BE MADE TO APPLICANTS CONSIDERED FOR INTERVIEW. THESE VACANCIES ARE OPEN TO BOTH CITIZENS AND NON-CITIZENS.**

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