
Morupule Coal Mine (MCM) 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. SUPPLY CHAIN OFFICER – STANDARDS

Job Summary:

To implement MCM standards on identification, approval, coding, acquisition, storage, handling, correct usage of materials at the sites including testing, quality.

Key Activities:

- Scrutinises and verifies all new stock applications for completeness of details, description, specification and makes recommendations to the mine standards committee.
- Investigates all quality complaints from users and takes corrective and preventative action as necessary.
- Verifies incoming materials for conformance to order descriptions, hazardous substances, packaging, standardization, and quality requirements and takes appropriate action.
- Monitors material tests, advice on test criteria, analyses tests report and summarises results for presentation to the Standards Committee.
- Scrutinises and verifies supplier registration applications, grade and recommend for inclusion in the MCM supplier database.
- Coordinates and conduct inspections and assessment of suppliers as and when required.
- Enforces requirements for material safety data sheets for all chemicals delivered and maintains a hazardous substance register for the operations.
- Develops and maintains the Technical Library of specifications and drawings of equipment used as well as other literature and supplier's catalogue to ensure compliance to set standards.
- Drives continual business improvement within the standardisation/standards environment by identifying magpie stocks for take on and disposal and distributing obsolescence and testing reports to other sites.

Minimum Education & Experience Requirements:

- Bachelor's degree in supply chain management, Professional Diploma in Procurement & Supply - CIPS Level 6 or related qualification, with 5 years' post graduate experience in a supply chain management environment.
- A Diploma in any Engineering discipline, with 3 years' post graduate experience as an Engineering Artisan, of which 2 years should have been in a supply chain management environment.
- Understanding of SHE Management Systems (ISO 45001: 2018 & ISO 14001: 2015).

2. SUPPLY CHAIN OFFICER – PROCUREMENT

Job Summary:

To manage and coordinate the procurement activities within the Supply Chain Management section in accordance with MCM standards, policies, and procedures.

Key Activities:

- Supervises the procurement function by allocating and monitoring duties of team members to ensure that all deadlines are met in accordance with agreed service levels. Manages the implementation of receiving processes and procedures to ensure the right quality, quantity and price of goods is received and recorded appropriately.
- Implement systems to monitor and minimise stock shrinkage.
- Manages stock levels by ensuring accurate and timely updates of receipts, issues, transfers, write-offs, and other inventory movements as well as coordinating on site specific Materials Requirements Planning in accordance with demand profiles.
- Manages and coordinates Service Level Agreement, data accuracy, liability and updating consignment files.
- Develops and communicates materials delivery schedules to external and internal customers and monitors compliance to ensure seamless and uninterrupted movement of goods.
- Processes end-user's requests by analysing and interpreting scopes of work/products/service specifications and prepares Requests for Quotation/Proposal.
- Evaluates and adjudicates submitted proposals and makes recommendations for approval by the relevant approval body.
- Processes data and produce related reports and make appropriate interventions and recommendations.
- Manages supplier performance and relationships by initiating and facilitating a supplier performance evaluation process.
- Ensures adherence to the Citizen Economic Empowerment Policy (CEEP) framework.
- Adheres to all corporate governance principles relating to inter-alia Purchasing Ethics.

Minimum Education & Experience Requirements:

- Bachelors' Degree in Supply Chain Management, Professional Diploma in Procurement & Supply - CIPS Level 6 or related qualification.
- 5 years' post graduate experience in a supply chain management environment.
- Understanding of SHE Management Systems (ISO 45001: 2018 & ISO 14001: 2015).

3. SUPPLY CHAIN OFFICER – CONTRACTS

Job Summary:

To provide support for the contract administration function by preparing, negotiating, and reviewing company contracts to internal and external clients for the containment of costs and the management of commercial risk inherent to the procurement process.

Key Activities

- Completes draft contract and submits to Contract Manager for quality assurance.
- Prepares and issues notifications of contract awards in the agreed terms and conditions to the successful tenderer. Issues regret letters to the unsuccessful tenderers on the outcome of the adjudication processes.
- Manages the end – to – end tender processes, that is, advertising, bid submission, evaluation, and contract award.
- Initiates, executes, and issues tenders for small works and recommends the most commercially and technically acceptable offer for adjudication by the respective Tender Committees. Consults the responsible Contracts Manager to review the enquiry requisition to ensure compliance to the contract management procedures.
- Ensure the scope of works/services is in the required format.
- Ascertains that the enquiry requisition is duly authorised, and the proposed tenderers are registered with Supply Chain Management section.
- Completes commercial details onto the adjudication analysis documents and compiles the final adjudications incorporating the technical adjudications from the end users/customers, including clarifications and influence spend towards Citizen-owned companies.
- Compiles final adjudication report including clarifications and prepares the recommendation to the tender board.

Minimum Education & Experience Requirements:

- Bachelors' Degree in Quantity Surveying, Construction Management, Business Administration or related qualification.
- 5 years' post graduate work experience in contracts administration and contracts management environment.
- Understanding of SHE Management Systems (ISO 45001: 2018 & ISO 14001: 2015).

4. ARTISAN – AUTO MECHANIC

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 Auto Mechanics 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.

5. ARTISAN – DIESEL MECHANIC

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 Heavy Plant Mechanic 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.

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

Closing Date: 20 March 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.

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