
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. TRAINING OFFICER – MINING

Job Summary:

To provide, facilitate and coordinate technical training for the Mining department.

Key Activities:

- Trains internal staff in compliance with the Company's annual training plan and the set budget.
- Timeously prepares and submits to HRDC a training levy rebates application for eligible training interventions.
- Establishes and conducts training needs analysis and detailed objectives in specific discipline by assessing systems, processes and individual development plans and make recommendations to management.
- Evaluates the efficiency and effectiveness of training and development programmes and takes corrective action.
- Designs suitable assessment methods and tools used to assess staff competence.
- Prepares training aids, lecture notes, modes, presentation, demonstrations and videos in line with approved standards.
- Conducts trainee reviews and ensures timeous feedback to trainees and relevant stakeholders.
- Develop and schedules development plans for both individuals and teams.
- Drives Performance Management processes within the Department to translate and embed business strategy into HR processes.
- Facilitates and coordinates Learnerships programmes such as Graduate Development Programme, Artisan Development Programme, Internships, Attachments, Sponsorships, Apprenticeships and Research in the respective Department.
- Coordinates the total job evaluation process by guiding and advising line managers in the development of job descriptions and grading of jobs.
- Adheres to all safety, health and environmental policies and procedures in area of responsibility.

Minimum Education & Experience Requirements:

- At least a Diploma in Mining Engineering or related qualification.
- Assessor & Moderator / Trainer Development Diploma is required.
- Supervisory Development Program is required.
- At least 4 years post qualification experience in the relevant field, of which 2 years should have been at Training Officer level.

- Full Registration with Botswana Qualification Authority (BQA) as a Trainer.
- Understanding of SHE Management Systems such as ISO 45001: 2018 & ISO 14001: 2015.

2. TRAINING OFFICER – BENEFICIATION

Job Summary:

To provide, facilitate and coordinate technical training for the Beneficiation department.

Key Activities:

- Trains internal staff in compliance with the Company's annual training plan and the set budget.
- Timeously prepares and submits to HRDC a training levy rebates application for eligible training interventions.
- Establishes and conducts training needs analysis and detailed objectives in specific discipline by assessing systems, processes and individual development plans and make recommendations to management.
- Evaluates the efficiency and effectiveness of training and development programmes and takes corrective action.
- Designs suitable assessment methods and tools used to assess staff competence.
- Prepares training aids, lecture notes, modes, presentation, demonstrations and videos in line with approved standards.
- Conducts trainee reviews and ensures timeous feedback to trainees and relevant stakeholders.
- Develop and schedules development plans for both individuals and teams.
- Drives Performance Management processes within the Department to translate and embed business strategy into HR processes.
- Facilitates and coordinates Learnerships programmes such as Graduate Development Programme, Artisan Development Programme, Internships, Attachments, Sponsorships, Apprenticeships and Research in the respective Department.
- Coordinates the total job evaluation process by guiding and advising line managers in the development of job descriptions and grading of jobs.
- Adheres to all safety, health and environmental policies and procedures in area of responsibility.

Minimum Education & Experience Requirements:

- At least a Diploma in Extraction Metallurgy or related qualification.
- Assessor & Moderator / Trainer Development Diploma is required.
- Supervisory Development Program is required.
- At least 4 years post qualification experience in the relevant field, of which 2 years should have been at Training Officer level.
- Full Registration with Botswana Qualification Authority (BQA) as a Trainer.
- 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: 27 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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