
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. ORGANISATIONAL DEVELOPMENT MANAGER

Job Summary:

To provide Organisational Effectiveness, Talent Management and Reward support service to MCM, contributing to thought leadership and developing appropriate frameworks, processes and tools.

Key Activities:

- Develops, implements and reviews appropriate change management interventions in line with organisational needs.
- Plans and coordinates the implementation of Company's Performance Management Framework to ensure compliance to the Performance Management System standards to ensure its effectiveness and relevance to the business needs.
- Manages the implementation of the talent management framework Mine wide by ensuring the right competence and effectiveness of manpower (capacity building) through developing and implementing career, succession, training and development plans.
- Provides end to end support for staff surveys, including developing engagement survey action plans and associated reporting against action plans.
- Develops and Implements appropriate OE toolkits & talent methodologies (eg climate surveys) for specific projects, evaluates and recommends OE & Talent interventions to meet business requirements.
- Manages the implementation and monitors reward policies, guidelines and principles, integrated with business requirements and strategy for MCM to ensure achievement of organisational human capital objectives.
- Identifies reward risks and trends that could have an impact on the MCM Reward strategy and develops mitigating interventions.
- Manages the adherence of Reward policies, guidelines and procedures and recommends revisions as well as new initiatives which are cost effective and consistent with Reward trends and corporate objectives.
- Monitors the implementation of attraction and retention interventions and ensures consistent application.

- Advises management team during bargaining unit salary agreement negotiations on technical matters related to Reward.
- Advices on Reward governance and controls and develops incentive and recognition schemes.
- Advices management on pay decisions, guidelines and policy interpretation including the design of creative solutions to specific Reward related programs.
- Initiates, monitors and controls short, medium and long term projects to ensure attainment of desired results.
- Manages and coordinates the implementation of safety, health and environmental programme in area of responsibility.
- Establishes and maintains effective relationships with all key stakeholders and partners to ensure achievement of business objectives.

Competencies:

- Impact and Influence
- Innovation
- Business Acumen
- Concern for Safety, Health and the Environment (SHE)
- Understanding of organisational development tools and techniques.
- Organisational change programmes and Change management skills.
- Facilitation and consulting skills
- Succession planning and talent management.

Minimum Education & Experience Requirements:

- Bachelor's Degree in Human Resources Management or Organisational Design / Development or Industrial Psychology or equivalent.
- At least 8 years working experience of which a minimum of 3 should have been at middle management with experience in organizational development and reward management.
- Knowledge of SHE Management System ISO 45001: 2018 and ISO 14001: 2015.

2. MARKETING AND LOGISTICS MANAGER

Job Summary:

To manage the Morupule Coal Mine' Marketing and Logistics function and ensure implementation of objectives within the framework of the mini business area strategic plan and best mining practice principles.

Key Activities:

- Implements the Marketing quality assurance programme in accordance with set governance protocols/principles.
- Analyses the divisional area's financial needs to develop a budget and ensures sufficient financial resources to meet business needs.

- Manages and controls allocated funds and operates within approved parameters.
- Interprets the business strategy to develop the marketing and Logistics strategy and plans to meet business objectives.
- Develops margin, pricing and price strategies to maximize competitive sustainability and profitability.
- Sources and analyses market information and intelligence to facilitate sound planning and execution of business sales and market initiatives and programmes.
- Designs and implements mechanism to continuously benchmark prices with comparable companies.
- Sources relevant information regarding marketing climate and analyses it to identify opportunities and threats across the region.
- Monitors trends in the market to determine the need for new products and/or adjustment in the existing product delivery.
- Liaises with clients to establish product technical specifications and identify problems with product and research to identify solutions to identified problems.
- Initiates, monitors and controls short, medium and long term projects to ensure attainment of desired results.
- Identifies and manages the implementation of and adherence to legal and corporate governance principles/requirements.
- Manages and coordinates the implementation of safety, health and environmental programme in area of responsibility.
- Identifies and implements creative and innovative ideas 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

Competencies:

- Impact and Influence
- Innovation
- Business Acumen
- Customer relationship management
- Concern for Safety, Health and the Environment (SHE)

Minimum Education & Experience Requirements:

- Degree in Marketing/Commerce/Finance/Business Management or equivalent
- 8 years post qualification experience in a marketing and logistics environment with at least 3 at managerial level.
- Understanding of SHE Management Systems (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: 07 June 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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