
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 vacancy. The roles are central to execution of MCM's bold, ambitious and exciting strategy and drive achievement of Zero Harm in its operations.

TRAINING OFFICER - VEHICLES & MACHINES

Job Summary:

To provide, facilitate and coordinate training programmes in area of responsibility.

Key Activities:

- Prepare and submit end of training and monthly technical training reports in a timely manner.
- Adheres to all quality assurance/governance protocols/principles in area of responsibility.
- Analyses the sectional area's financial needs to develop a budget and ensures sufficient financial resources to meet business needs.
- Recommends and incorporate cost saving initiatives into budget and operates within approved parameters.
- Trains internal staff in compliance with the Company's annual training plan and the set budget.
- Recommends and incorporates cost saving initiatives into budget and operates within approved parameters.
- Timeously prepare and submit 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 making recommendations to management.
- Designs and present theoretical and practical training courses in the area of responsibility (Mine / Contractor vehicles, surface and underground mobile equipment).
- Develop and coordinates training Programme in area of responsibility
- Develops standard training and assessment criteria (theory and practical) for Mine / Contractor vehicles, surface and underground mobile equipment.
- Assesses and issue authorisations to MCM / Contractor machine operators and vehicle drivers according to Mine Vehicle Driver / Mobile Equipment Authorisation Procedure.
- Maintain an up to date inventory of all Company vehicles and mobile equipment categories.
- Reviews training Programme in area of responsibility taking cognisance of new technology, methods, and modifications and make recommendations.
- Analyses trainees results achieved to identify trends and problem areas and develops plans and take remedial action.
- Contributes to the development of the national curriculum by participating in government training advisory committees and workshops.

- Liaises with appropriate training and government institutions i.e (BQA, MTTC) to ensure compliance to legal requirements.
- Compiles statistics to update training record in order to update departmental and mine training database.
- Aligns and embed Performance Management with other core business and HR processes across the Mine.
- Drives Performance Management processes within the Department to translate and embed business strategy into HR processes.
- Facilitate and coordinate Company Induction program to all safety, health and environment policies and procedures in area of responsibility.
- Maintains effective relationships with clients/partners/customers to ensure achievement of Mini Business Area objectives.

Leadership Competencies

- Change Leadership.
- Impact and Influence
- Innovation
- Developing Others
- Teamwork and Collaboration
- Business Acumen
- Managing Performance and Holding People Accountable
- Planning, Coordination & Execution
- Concern for Safety, Health and the Environment (SHE)
- Service Orientation

Technical Competencies

- Multi Machine operation & training.
- Identification of training needs
- Development and facilitation of Training
- Development of training and development plans
- Training and Development administration
- Vehicle driving training

Minimum Education & Experience Requirements:

- A Diploma in relevant discipline or equivalent is required.
- 3 years post qualification experience in machine operation and driver training.
- Valid Driver License C1 is required.
- 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 educational certificates, certified copy of identity card, certified copy of driver's license (where required) and 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: 30 July 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.