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**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.**

## **INTERNAL AUDITOR**

### **Job Summary:**

To conduct audits in line with MCM set standard protocols

### **Key Responsibilities:**

- Adheres to quality assurance/governance protocol/principles in area of responsibility
- Recommends and incorporate cost saving initiatives into budget and operates within approved parameters
- Plans for each allocated audit assignment by conducting a process documentation, preparing audit scope and developing comprehensive audit tests through Process Risk and Control Review (PRCR) under the guidance of the supervisor.
- Carries out audit tests using the approved audit methodology and in compliance with best practice / auditing standards to ensure value add to the business.
- Prepares the audit report, discusses audit findings and recommendations with management to enable finalization and sign off the report.
- Monitors time allocated to auditor's portfolio to ensure timeous and full completion of assigned audits.
- Performs follow up audits in order to ensure that findings raised in the previous audits have been adequately and succesfully closed.
- Attends to all administrative functions, taking cognisance of the need to create a clear audit trail by;
  - Carrying out and observing all associated administrative procedures.
  - Maintaining an information management system.

- Compiling reports and statistics as required.

- Adheres to all safety, health and environmental policies and procedures in area of responsibility
- Identifies and implements creative and innovative ideas in order to improve the Mini Business Unit performance.
- Maintains effective relationships clients/partners/customers to ensure achievement of Mini Business Unit objectives.
- Takes responsibility for providing excellent services by developing self, applying skills, knowledge and experiences to improve and measure their own performance against set standards.

### **Technical Competencies**

- Internal Audit
- Analytical and Critical thinker
- Working under minimal supervision
- Time management
- Teamwork
- Presentation skills (Oral and written)
- Report Writing Skills

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

- Degree or equivalent in Accountancy/ Internal Audit Plus part-qualification of ACCA/CIMA/CIA
- 5 years relevant experience
- Experience in Teammate or any auditing management software (Added Advantage)

**We offer a 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](mailto:recruitment@mcm.co.bw)

**Closing Date: 24 September 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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