
EXTERNAL ADVERTISEMENT

Morupule Coal Mine (MCM) is a world - class opencast and underground coal mining company that mines and processes coal primarily for electricity generation in Botswana. MCM has expanded its product portfolio to include power generation and other uses, as well as venturing into export markets.

Applications are invited to the following vacancy. The role is central to execution of MCM's bold, ambitious and exciting strategy and supports the achievement of Zero Harm in its operations.

CORPORATE AFFAIRS OFFICER

Job Purpose:

The successful candidate will provide comprehensive public relations and communications support to the mine, ensuring effective internal and external communication while upholding the company's brand and reputation.

Key Activities:

- Deliver professional public relations and communication services in line with corporate strategy and standards.
- Ensure compliance with quality assurance, governance, and communication protocols within Corporate Communications.
- Recommend and implement cost-saving initiatives within approved budget parameters.
- Provide event coverage for company activities, including interviews and photography for internal and external platforms.
- Identify newsworthy content for inclusion in mine publications and media platforms.
- Assist in developing, maintaining, and enhancing communication tools, digital platforms, and the company website.
- Coordinate and manage mine tours, ensuring excellent public relations and logistical arrangements.
- Monitor and enforce compliance with company brand standards across all platforms.
- Promote a positive company image by consistently living and communicating organisational values.
- Procure and distribute corporate gifts in line with company policy.
- Provide guidance to employees and project teams on appropriate brand use.
- Plan, coordinate, and execute corporate events to enhance stakeholder engagement.
- Adhere to all Safety, Health, and Environmental (SHE) policies and procedures.
- Implement creative and innovative communication initiatives to improve departmental performance.
- Maintain effective relationships with internal and external stakeholders to support business objectives.
- Demonstrate commitment to service excellence through continuous personal and professional development.

Competencies:

- Strong writing and editing skills for internal newsletters and corporate publications.
- Ability to draft press releases, speeches, and official statements.
- Proficiency in office management and design software (e.g. Microsoft Office Suite, Adobe Creative Suite).
- Excellent networking and interpersonal skills.
- Practical understanding of social media and digital communication tools.
- Event management and stakeholder engagement capabilities.

Minimum Education & Experience Requirements:

- Bachelor's Degree in Media, Communications, Journalism, or a related discipline.
- A minimum of five (5) years' experience in public relations, corporate communications, or a related field.
- Knowledge of SHE Management System (ISO 45001:2018 and ISO 14001:2015).

We offer a competitive salary package.

Prospective candidates must be medically and physically fit, willing to work in an underground coal mining environment, and able to meet demanding schedules.

Candidates who meet the above requirements should submit: **A cover letter, Certified copies of educational certificates, Certified copy of identity card, Certified copy of driver's license (where required) and Comprehensive curriculum vitae (CV).**

The applications should be addressed to:

Head Of Human Resources
Morupule Coal Mine
Private Bag 35
Palapye, Botswana
Email: recruitment@mcm.co.bw

Closing Date: 25 November 2025

Kindly state the position that you are applying for as the subject line.

NOTE: DO NOT RESPOND THROUGH FAX OR HAND DELIVERY. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.]