Morupule Coal Mine
Seam to Value

ISO 14001: 2015 Certified
ISO 45001:2018 Certified

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.

SUPPLY CHAIN OFFICER – CONTRACTS (1 X PERMANENT POSITION & 1 X 2-YEAR FIXED-TERM CONTRACT)

Job Summary:

To provide support for the contract administration function by developing tender documents and associated administration, preparing, negotiating, and reviewing company contracts to internal and external clients for the containment of costs and the management of commercial risk inherent to the procurement process.

Key Activities

- Manages the end – to – end tender processes, that is, advertising, bid submission, evaluation, and contract award.
- Develops and administers tender enquiries for various works and services across the organisation.
- Ensure the scope of works/services is in the required format and accordingly signed.
- Ascertains that the enquiry requisition is duly authorised, and the proposed tenderers are accordingly registered.
- Facilitates technical and commercial tender evaluation and compiles approval and tender evaluation and adjudication reports.
- Prepares and issues notifications of contract awards in the agreed terms and conditions to the successful tenderer. Issues regret letters to the unsuccessful tenderers on the outcome of the adjudication processes.
- Negotiates and establishes contracts according to submitted customer requests and terms and conditions with potential business partners.
- Ensure that employees understand and comply with company contracts through continuous engagement.
- Maintains and updates organized system of physical and digital records to ensure availability of information.
- Provide insights by tracking and reporting supply chain performance and spend.
- Develop dual sourcing and contingency strategies.
- Development and monitoring of Service Level Agreements.
- Adheres to all safety, health and environment policies and procedures in area of responsibility.
- Identifies and implements creative and innovative ideas to improve the Mini Business Unit performance.
- Translate operational needs into commercial sourcing strategies.

Minimum Education & Experience Requirements:

- Bachelor's Degree in Supply Chain Management / Commerce / Business Administration or equivalent.
- Professional Membership (MCIPS or equivalent) is required.
- 5 years' post graduate work experience in tender management, tender committee advisory, contracts administration and contracts management environment.
- Understanding of SHE Management Systems (ISO 45001: 2018 & 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: 24 March 2026

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.