



Exciting Career Opportunities

Murowa Diamonds is an equal opportunity employer and offers competitive conditions of employment which will be disclosed to short listed candidates.

We are looking for suitably qualified and experienced candidates (female candidates are encouraged to apply) to fill the following vacancies:

ACCOUNTANT

Main Responsibilities

- Preparation of financial statements and management accounts in compliance with statutory requirements and international accounting standards
- Coordinates the budgeting process and budgetary control
- Bank reconciliations
- Preparation of asset, liability and capital account entries
- Preparation of periodic returns
- Implements accounting controls and recommends policies and procedures
- Guides accounting clerical staff
- Reconciling financial discrepancies
- Maintains financial security by implementing financial controls
- Prepares payments by verifying documentation and requesting disbursements
- Attends to internal and external audits.

Minimum Requirements

- Degree in Accounting from a recognised institution of higher learning is a must.
- At least 10 years post qualification experience with a minimum of 5 years at a similar level.
- Work experience in a mining environment is an added advantage.
- Professional qualification such as ACCA or CIMA is a must.
- Working knowledge of HSE systems and standards.

HUMAN RESOURCES / TRAINING CLERK

Main Responsibilities

- Maintenance of training records
- Receiving training input and compiling the Training Report
- Data capture
- Making purchasing requisitions for the department
- Preparation and updating of employee files
- Preparing for the scheduled trainings
- Assisting in office organisation and procedures.

Minimum Requirements

- Higher National Diploma in Human Resources Management / Training.
- At least 2 years working experience in a mining environment.
- A Degree in Social Sciences or Education will be an added advantage.
- IPMZ membership an added advantage.

ARTISANS (CLASS 1)

We are looking for suitably qualified and experienced **Class 1 Artisans** to fill the following positions on a **Fixed Term Contract basis (24 Months renewable)**:

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|------------------------|---------------------------------------|
| 1. Diesel Plant Fitter | 7. Instruments and Control Technician |
| 2. Auto Electrician | 8. Radio Technician |
| 3. Motor Mechanic | 9. Beltsman |
| 4. Fitter & Turner | 10. Refrigeration Mechanic |
| 5. Boilermaker | 11. Plumber |
| 6. Electrician | 12. Draughtsman |

Minimum Requirements

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| <h3>Main Responsibilities</h3> <ul style="list-style-type: none">• Planned maintenance• Ensuring availability of Plant and Equipment• Daily inspections of equipment• Maintaining logbooks and maintenance records• Assist in preparation of planned maintenance schedules• Requesting spares and consumables from stores• Mentoring Assistants and Apprentices. | <ul style="list-style-type: none">• At least Class 1 Apprenticeship trained Journeyman.• 5 years post qualification experience.• Experience in the mining environment is a distinct advantage.• Working knowledge of HSE systems and Standards.• For Diesel Plant Fitter and Auto Electrician, prior working experience with a fleet of CAT equipment and Drill Rigs in an OEM/Dealership environment an added advantage.• Class 4 Drivers Licence an added advantage. |
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TRAINEES

Training opportunities in the following fields:

APPRENTICESHIP

1. Diesel Plant Fitting
2. Motor Mechanics
3. Auto Electrician
4. Fitting & Turning
5. Boilermaking
6. Electrical- Power
7. Instrumentation & Control

Minimum Requirements

- A minimum of 5 O level subjects including Mathematics, English and Science graded C or better (preference will be given to applicants with higher educational qualifications).
- Applicants for Instrumentation and Control must have at least two A level Science subjects.
- Clearance letter from the Ministry of Higher and Tertiary Education (Apprenticeship Training Authority).
- Certified copies of Birth Certificate, National Identity and Educational certificates.
- Diesel Plant Fitting, Motor Mechanics and Auto Electrician applicants should be in possession of at least a provisional driver's licence.
- Aged between 18 and 25 years of age.
- Passes in a technical subject is an added advantage.

GRADUATE DEVELOPMENT

TRAINEES

1. **Electrical Engineering** (BSc Honours in Electrical Engineering) or equivalent
2. **Mechanical Engineering** (BSc Honours in Mechanical Engineering) or equivalent
3. **Mining Engineering** (BSc Honours in Mining Engineering) or equivalent
4. **Metallurgy** (BSc Honours in Metallurgical Engineering or BSc Honours in Chemical Engineering) or equivalent.
5. **Procurement** (BCom in Supply Chain Management or Economics) or equivalent
6. **Finance** (Bachelor of Accountancy) or equivalent.

Minimum Requirements

- Bachelor's degree in the relevant field graded Upper Second Class (2.1) or better.
- Professional or advancing towards a professional qualification in a relevant field is an added advantage.
- Not older than 25 years of age.

Interested in these positions?

Submit an application letter and curriculum vitae to: **The Advisor: Human Resources** at Murowa Diamonds offices or email to: applications@murowadiamonds.com clearly stating the title of the post being applied for in the subject line of the email.

Closing Date: Monday, 24 February 2020

Only short listed candidates will be contacted.