



VACANCY

TECHNICAL PERSONAL ASSISTANT

Hwange Colliery Company Limited Holdings, a local mid-tier organisation with investments interest in Mining, Real Estate, Health Care, Agriculture, Energy, and Financial Services has a vacancy under the Hwange Mining and Processing Company for a Technical Personal Assistant to the Production Manager. Applications are invited from suitably qualified candidates who meet the following minimum requirements.

KEY RESULT AREAS

- Assist the Production Manager in preparing daily, weekly and monthly production plans and schedules
- Compile and maintain production reports, KPIs and performance metrics
- Monitor actual production against planned targets and highlight deviations
- Assist in preparation of production forecasts, budgets and operational plans
- Prepare presentation materials, technical reports and meeting minutes
- Maintain production records and operational documentation
- Support the implementation and monitoring of continual improvement initiatives
- Track action items arising from production meetings and ensure timely closure
- Assist in the preparation of statutory and management reports
- Ensure adherence to Safety, Health, Environment and Quality (SHEQ) standards
- Perform any other technical or administrative duties assigned by the Production Manager

PERSON SPECIFICATION

- Strong analytical and problem solving skills
- Good report writing and presentation
- Excellent communication and interpersonal skills
- High attention to detail and accuracy
- Ability to work under pressure and meet deadlines
- Good planning and organizational skills
- Ability to handle confidential information professionally
- Team player with a proactive approach to work

JOB SPECIFICATIONS

- Diploma in Mining Engineering or Mine Surveying
- Minimum two (2) years in a mining environment
- Experience in mine planning, production reporting, surveying or technical services will be an added advantage
- Proficiency in Microsoft Office Suite, particular Excel, Word and Power Point
- Exposure to mine planning and surveying software will be an added advantage
- Valid Class 4 Drivers Licence

Applications from interested qualified candidates accompanied by a detailed CV, copies of certified educational and professional certificates are to be submitted on or before 20 July 2026 to:

email: careers@hwangecolliery.co.zw

NB - HCCL Holdings does NOT recruit through agents nor do we charge any fees for recruitment or job applications



MAIN HWANGE OFFICE

Address: HCCL General Office,
Coronation Drive, Hwange, Zimbabwe
Tel: +263 812823101/7

HARARE OFFICE

Address: 112 Swan Drive, Alexandra Park,
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BULAWAYO OFFICE

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Certified to ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015

