

VACANCY



MAINTENANCE PLANNER C4 (FIXED TERM CONTRACT)

Division: Infrastructure and Technical Services
Department: Dock maintenance
Location: Walvis Bay

Primary purpose of the position

To coordinate and plan maintenance, repair, improvement, and certification activities for dock facilities and equipment at the Dock Maintenance Department at Namdock. Additionally, to schedule maintenance activities, and assist in resource allocation.

Key Performance Areas

- Operational Supervision and Leadership
- Maintenance Planning, Scheduling and Work Order Creation
- Resource Allocation
- Stakeholder Engagement
- Human Resource Management
- Planning and Validation of Subordinate's hours
- Quality Assurance
- Health, Safety, and Risk Management
- Cost Control
- Preparation of various reports according to directed metrics
- Manage and update CMMS

Critical Technical Competencies for this role

- Lead Others
- Technical Report Writing and Presentation
- Interpretation of Engineering Drawings
- Proficiency in Microsoft Office Suit and MS Projects
- Persuasiveness & Influence
- Process Orientation
- Coping Skills
- Entrepreneurial Thinking & Innovation
- Logical & Analytical Thinking
- Maintenance Planning and Dock Maintenance Expertise
- Safety Management
- Project Management

Qualification and Experience Required:

- Grade 12 and a National Trade Certificate in Mechanical Engineering, Marine Engineering, or a related field (Level 3/N3) NQF Level 4, or a Maintenance Planner Qualification NQF Level 4
- Five (5) Years of relevant Experience in Project Management or Mining or Mechanical Engineering, or a related field within the Maritime Industry.
- Five (5) Years of relevant Experience in Maintenance Planning
- Three (3) Years of Supervisory Experience.
- Three (3) Years of CMMS Experience
- Project Management (PMP) Certification will be an added advantage.
- Two (2) Years of Microsoft Office; Computer Literacy Experience.
- A Valid Driver's License (Code B).

CLOSING DATE: 28 MAY 2025

Namdock will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net.
Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

Only applications received via the portal will be evaluated.

Only short-listed candidates will be notified. No documents will be returned.

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998

