

VACANCY



MAINTENANCE SCHEDULER C2 (FIXED TERM CONTRACT)

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

Primary purpose of the position

To coordinate and optimize infrastructure maintenance activities, ensuring efficient scheduling, and assisting the Maintenance Planner at the Maintenance Planning Section at Namdock. Additionally, to work closely with various teams to maximize infrastructure utilization and support overall infrastructure maintenance and repair operations.

Key Performance Areas

- Operational Supervision and Leadership
- Scheduling and Coordination
- Data Management and Analysis
- Resource Allocation
- Documentation and Reporting
- Process Improvement
- Health, Safety, and Risk Assessment

Critical Technical Competencies for this role

- Lead Others
- Building Relationships
- Working with others (Teamwork)
- Communication
- Process Orientation
- Maintenance Planning and Infrastructure
- Maintenance Expertise
- Analytical skills
- Proficiency in Microsoft Office Suit and MS Projects
- Safety and Compliance
- Report Writing Skills

Qualification and Experience Required:

- Grade 12 with physical science and mathematics and A National Trade Certificate in Mechanical Engineering, Marine Engineering, or a related field (Level 3/N3).
- Three (3) Years post trade of relevant experience in Project Management, Mechanical Engineering, or a related field within the Maritime Industry.
- 3 Years Maintenance Scheduling/ Planning Experience
- One (1) Year of Computerized Maintenance Management Software (CMMS); and Computer Literacy in Microsoft Office/Suite (including MS Projects) at intermediate level.
- 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