

VACANCY



As a leading strategic and dynamic institution, unique in our trade and very committed to our contribution to national development, NAMPORT, invites suitably qualified candidates to apply for the following technical position:

POSITION: MAINTENANCE PLANNER

DEPARTMENT: PORT OPERATIONS

LOCATION: PORT OF WALVIS BAY

PURPOSE OF THE JOB:

To convert maintenance requirements into well-defined, executable work through structured planning and coordination. The role focuses on defining work content, aligning resources, materials, and timeframes, and providing accurate maintenance data to support safe, efficient, and cost-effective execution of maintenance activities and operations. This role reports to the Reliability Engineer.

KEY PERFORMANCE AREAS:

- Provide maintenance planning inputs to support budget preparation and cost control through accurate time estimates, and resource forecasting.
- Monitor planned versus actual maintenance work to support cost visibility and budget compliance.
- Define, compile, and maintain short-, and medium-term maintenance plans in line with approved priorities and operational priorities.
- Monitor maintenance backlog trends and adjust plans to maintain control over workload and scheduling.
- Administer statutory and mandatory maintenance schedules in accordance with legal and regulatory requirements.
- Define maintenance work scope, task sequences, time estimates, labour requirements, permits, tools, and materials to ensure execution-ready work packages.
- Develop and maintain standard job tasks and work packages to support consistency, safety, and execution.
- Forecast and coordinate spares, components, consumables, and special tools required for planned maintenance activities.
- Process material reservations and spares requests in line with approved inventory and procurement procedures.
- Produce standard planning and scheduling reports to support operational tracking and control.

QUALIFICATIONS, EXPERIENCE AND SKILLS: