PLANNING CLERK x2

NEW HORIZON COPPER (PTY) LTD | KOMBAT

NHC is committed to operating safely, responsibly and efficiently while developing Namibia's copper resources to create long-term value for our people, communities and the country.

We are looking for an organised and detail-oriented Planning Clerk to join our Engineering team.

PURPOSE OF THE JOB

To provide administrative and system support to the Maintenance Planning function by accurately capturing, processing, tracking and filing maintenance work orders and related documentation in the Computerised Maintenance Management System (CMMS).

KEY RESPONSIBILITIES

Create, receive, register and update planned and unplanned work orders in the CMMS and distribute them to relevant sections, supervisors and artisans.

Capture work-order feedback and completion details accurately, follow up outstanding work orders and report missing or incomplete information to the Maintenance Planner.

Check completed work orders for required permits to work, risk assessments and supporting documentation and maintain complete, orderly and retrievable records.

Assist the Maintenance Planner with work-order administration, job packs, planning records, maintenance schedules, work-order lists and reports.

Support artisans and maintenance teams with administration of unplanned work orders, stock-related enquiries, spare-parts requests and approved non-stock requisitions.

Generate CMMS and manual reports, maintain technical records and component-control documentation, and provide general departmental administration, correspondence, minutes and filing support.

Assist with vehicle fleet license renewals and insurance-claim documentation and comply with company and mine HSE rules and safe-work requirements.

MINIMUM REQUIREMENTS

Grade 12 with a relevant certificate in Administration, Business Administration, Data Processing, Maintenance Administration or a related field.

Minimum 3 years' relevant experience in maintenance administration, planning administration or a similar clerical role, preferably in mining or heavy industry.

Experience with CMMS data capture, work-order processing, maintenance documentation, filing and document control.

Knowledge of permit-to-work and risk-assessment records and basic inventory and requisition processes.

Proficiency in Microsoft Office, particularly Excel and Word.

A valid Code B driving license will be an advantage.

Strong organisation, accuracy, attention to detail, time management, communication and ability to manage multiple tasks and deadlines.

WHO SHOULD APPLY?

Applications are invited from candidates who meet the above requirements. Previously disadvantaged Namibians, women, persons with disabilities, and residents of Kombat and surrounding communities are encouraged to apply.

HOW TO APPLY

Applications must be submitted via our recruitment portal at www.jobportunities.net.

Applicants are also encouraged to register on our recruitment database at https://kombatproject.com/login.

The database is there for candidates to register their details so that we can consider them should a suitable opportunity arise in future.

If you meet the above requirements and are interested in contributing to the success of New Horizon Copper, please submit a detailed CV, certified copies of your qualifications, and a cover letter.

Closing Date: 27 November 2026 @ 7:00PM

NB: Only candidates who meet the minimum requirements will be considered. Shortlisted candidates will be contacted within four weeks of the closing date.