



**Internal & External Vacancy
(Assistant Maintenance Planner)**

Uis Tin Mining Company Pty Ltd an equal opportunity employer, situated in the Erongo region, hereby invites competent & suitably qualified candidates to apply for the position of **Assistant Maintenance Planner**. The position reports to the Maintenance Planner.

Key Responsibilities:

- Always complies with Company job safety and good housekeeping standards / practices.
- Assist in developing and updating daily, weekly, and monthly maintenance schedules.
- Review, create, and close work orders in the Computerized Maintenance Management System (CMMS).
- Work closely with the stores department to ensure spare parts availability.
- Generate maintenance performance reports (e.g., PM compliance, backlog, and downtime analysis).
- Ensure compliance with safety, environmental, and company maintenance standards.

Key Requirements:

- Grade 12 certificate.
- An Accredited Trade Diploma /Certificate in Mechanical or Electrical Engineering
- Additional qualification or certification in Maintenance Planning or Asset Management.
- Minimum 2 years of relevant experience, ideally in the Planning department.
- Familiarity with CMMS software (e.g., On-Key, SAP, or similar).
- Experience in planned maintenance and services.
- Excellent English written and verbal communication skills.
- Proficiency in MS Office (Excel, Word, Outlook).
- Valid Code B Driver's license.
- A valid code of conduct.

To apply for this vacancy please visit www.jobopportunities.net, Uis residents and persons from previously disadvantaged designated groups are encouraged to apply. Applications for the above positions will **only be accepted via the recruitment portal, www.jobopportunities.net**. Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.

Only shortlisted candidates will be contacted. If you are not contacted within two weeks after the closing date, please consider your application unsuccessful.

Closing date: 29 October 2025, 17:00PM