



Internal & External Vacancy (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 **Maintenance Planner**. The position reports to the Engineering Manager.

Key Responsibilities:

- Legal, safety, health and environmental compliance as well as promoting a safety culture in area of responsibility.
- Review and ensure implementation of required changes to the Work Management Process or Master Data for owner approval.
- Review and update work order layouts to ensure compliance to company SHE requirements and maintenance and reliability guidelines.
- Prepare long-term maintenance plans in line with asset lifecycle requirements.
- Review outstanding work orders in the system with responsible section leads.
- Assist in identification and ordering of parts before work orders are scheduled.
- Develop maintenance plans and schedule for maintenance shutdowns.
- Monitor the effectiveness of the maintenance planning and resourcing function by reviewing the relevant work-management KPIs.
- Identify possible improvements in maintenance planning, resourcing and scheduling process and action as appropriate.

Key Requirements

- Grade 12 certificate, with a minimum of 25 points.
- National Engineering/ Vocational Certificate (Level 3) or Trade certificate/Diploma in Mechanical engineering or Electrical (Level 3).
- A minimum of 5 year's relevant post-trade work experience as a maintenance artisan/technician with 3 years as a maintenance planner in related heavy industries.
- Good understanding of maintenance management techniques and systems.
- ON-Key as a computerise Maintenance Management system (CMMS) or Enterprise Asset Management (EAM) system knowledge.
- Project management methods and techniques.
- Good communication skills (Written and verbal).
- Computer literate (Microsoft office suite, Microsoft projects).
- Valid code B driver's licence.
- A valid code of conduct

To apply for this vacancy please visit www.jobopportunities.net, Uis residents and people 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 and no CVs or attached documents will be returned. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date.

Closing date for applications: 26 November 2025 17:00PM