



**POSITION: INTERNAL & EXTERNAL
CLERK :TOOL STORE (C1) (24 MONTHS FTC)**

ROSH PINAH ZINC, A LEADING MINING COMPANY, IS SEEKING A SKILLED CLERK :TOOL STORE TO JOIN OUR DYNAMIC TEAM. THE SUCCESSFUL CANDIDATES WILL PLAY A PIVOTAL ROLE IN OUR OPERATIONS.

Your Key Areas of Responsibility:

- Manage the systematic issuing and receiving of specialized tools, lifting gear, and safety equipment to ensure continuous maintenance workflow.
- Oversee the controlled distribution of regulated lifting tackle and safety harnesses, ensuring no equipment is issued without valid certification and current colour-coding.
- Track the full lifecycle of safety-critical assets, from procurement and initial certification to decommissioning.
- Maintain rigorous records and equipment registers to ensure full audit traceability in line with the Namibian Minerals Act and Mine Health and Safety Regulations.
- Conduct daily pre-use inspections of returned gear for damage and coordinate with Riggers for statutory quarterly testing.
- Ensure that personal protective equipment (PPE) and fall-arrest systems meet site standards before issuance.
- Maintain an organized and efficient store environment, providing auxiliary support to maintenance teams to ensure zero downtime due to tool unavailability.

Ideally, you will have:

- Grade 12 Certificate with a pass in Mathematics and English.
- Vocational Qualification in Storekeeping, Inventory Management, or a related technical field.
- Minimum 3 years of experience in a technical warehouse or tool store environment, preferably within a mining or heavy industrial setting.
- Technical Knowledge: Familiarity with lifting tackle standards, torque tool calibration requirements, and "Working at Heights" equipment.
- Proficiency in inventory management software, CMMS and Microsoft Office.
- Medical Fitness: Certified medically fit for duty and able to perform manual handling tasks.
- Valid Driver's License: Code B or higher.
- Valid Police Clearance Certificate (not older than 6 months)

To apply for the position, submit a compliant application with a cover letter through the recruitment portal www.jobopportunities.net. If there is no contact within 2 weeks after closing date, consider application unsuccessful. Candidates from designated categories are encouraged to apply.

