

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| FINSCH DIAMOND MINE (PTY) LTD



Maintenance Planner – Internal and External

Finsch Diamond Mine is located in the town of Lime Acres, which is situated 160km north-west of Kimberley and 109km south of Kuruman in the Northern Cape.

Job Reference Nr: FIN510

Job Grade: C4

ROLE DESCRIPTION: Reporting to the Engineering Manager, the role will co-ordinate and schedule the maintenance of mobile and fixed mining equipment and machinery according to the Asset Care Plan (ACP), ensure requests for unplanned maintenance are updated.

TASKS AND RESPONSIBILITIES:

- Oversee the ACP of assets over the lifespan of the machinery and equipment.
- Recommends and incorporates cost saving initiatives and controls expenditure within approved parameters.
- Analyse information to determine needed adjustments, modifications, services or repairs.
- Assist with failure analysis on main line equipment.
- Ensure ACP of equipment is according to technical specifications and organisational standards.
- Provide schedules, sequences and assignments for work activities, based on work priority, quantity of equipment and skill of personnel as determined in the planning meetings.
- Prepare detailed Work Orders (WO) at the scheduled intervals. Prepare lists of components for replacement at the scheduled maintenance intervals.
- Providing advance notification to operating and maintenance sections of the major maintenance / overhauls scheduled.
- Co-ordinating alterations to maintenance schedules to suit the operating and maintenance sections.
- Receive and ensure the logging of information on modifications, maintenance or repair work outside of the scheduled maintenance.
- Update and complete inventory list of production, construction or maintenance related equipment as provided by stakeholders.
- Co-ordinate the planning / scheduling management system.
- Maintain records of maintenance, component replacement and repairs of assets.
- Ensure that all Engineering reporting is aligned with standards, guidelines and KPIs.
- Ensure the maintenance of the asset database, by verifying and confirming that the data has been captured according to procedure and standards as set by the General Engineering Superintendent: Planning.
- Record, analyse, verify data to establish trends and write reports.
- Continuously monitor trends in equipment performance and advise the Engineer and Engineering Foremen accordingly to ensure continuous improvement.
- Performing on-the-job training and coaching to end-users to enhance the overall performance of the Maintenance system.
- Perform administrative duties to ensure record accuracy and availability, planning section budget compliance.
- Model behaviour that is consistent with the Company Vision and Values. Manage and report on non compliance issues.
- Implements Health, Safety, Environment & Quality (HSEQ) and security programs to ensure adherence to procedures - within the scope of the planner's control.
- Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non compliance issues.
- Establish and maintain good working relationships and effective / sound communication systems within the Engineering Function and operation.
- Ensure priority work is correctly allocated and aligned with production and the organisation's needs.
- Ensure subordinates / staff is properly trained to perform duties.
- Supervises subordinates in the designated area.
- Effective Team Player and Effective Self-Management.

MINIMUM REQUIREMENTS:

- Grade 12 / NQF 4 (with Mathematics & Physical Science); OR
- Grade 12 / NQF 4 (**without** Mathematics & Physical Science, but with a minimum of 3 years maintenance planning experience); AND/OR
- Recognised Engineering Trade Test Certificate (Boilermaker or Fitter or Diesel Mechanic or Rigger or Electrician).

- Minimum 5 years' experience in relevant trade; OR Minimum 7 years un-broken experience as a Planner Clerk in the relevant planning section (i.e. Planner Assistant Maintenance / Planner Clerk for Mining / Plant Maintenance Planner position), as well as technical knowledge on the relevant assets and components.
- Working knowledge of On Key Computerised Maintenance Management System and successfully completed On Key 5 Planner – Advanced training – **PLEASE SPECIFY ON YOUR CV**
- Computer Literacy and Microsoft Office Suite (Intermediate).
- Valid driver's license

ADVANTAGEOUS:

- Maintenance Planner Qualification (QCTO).
- Leadership Development Programme (LDP) or equivalent.

NOTE: Should the candidate not have completed the Maintenance Planner Qualification (QCTO) before appointment, it will be a post appoint training requirement, in line with a signed agreement stipulating the terms and conditions for appointment and completion of the qualification within a 3 year period.

OTHER SKILLS / COMPETENCIES:

- Optimize production and construction resources or equipment availability and utilisation.
- Know and understand the maintenance schedules, and how they interact with production requirements, and timeous distribute work orders and plans.
- Have knowledge and skill in managing resources and maintaining the Mine's Engineering assets.
- Determine the reliability of the machinery and equipment and calculate the life cycle costing of machinery and equipment.
- Have knowledge and skill in conducting a root cause analysis.
- Record daily reports and checklists and analyse history on equipment and machinery to determine the need for resources, services or repairs.
- Make recommendations to prevent major breakdowns and delays.
- Have knowledge and skill in compiling technical and management reports, including graphs.

BEHAVIOURAL COMPETENCIES:

Strategic Planning; Decision Making; Creating a Culture of Trust; Communication; Inspiring Others; Safety Leadership; Facilitating Change; Creating an Inclusive Environment; Customer Focus; Managing Relationships; Driving for Results; Delegation and Empowerment

Finsch Diamond Mine is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria. Preference will be given to candidates who reside within our host labour sending area of Kgatelopele (proof of residence may be requested).

If you are already employed by the Company, please submit an authorised Internal Application Form, CV, qualifications and ID when applying.

External candidates, please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, qualifications and ID, to e1-recruitment@petradiamonds.com by 07 October 2022. Please note, applications must be sent to the correct e-mail as indicated. Incomplete application forms and documentation will not be considered.

Correspondence will be limited to short-listed candidates only. Petra Diamonds reserves the right not to fill this position.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately to your local SAPS or via one of the following hotlines:

Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: totheline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

<http://www.petradiamonds.com/careers/current-vacancies>