

CAREER OPPORTUNITY

The CSIR (Council for Scientific and Industrial Research) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Maintenance Planner

About the job:

The CSIR has a vacancy for a **Maintenance Planner** in the Management Services Portfolio. The incumbent will be responsible to plan maintenance and technical services work. Administer the maintenance management system (CMMS), monitor and generate reports on maintenance performance for management decision making. This position is based in Pretoria.

Key responsibilities:

- Implement maintenance strategies and develop maintenance procedures;
- Utilize latest maintenance management tools to ensure effective maintenance of all assets;
- Proactively manage communication and relationships with all customers. Act as liaison between customers and Facilities Management staff;
- Apply the latest maintenance safety technologies to ensure best-in-class maintenance safety performance and statutory compliance;
- Develop detailed work packages from preventive maintenance routine (PMR) findings and corrective maintenance activities for all maintenance teams;
- Analyse and screen corrective maintenance (CM) job cards and burning maintenance issues for opportunities to perform root cause failure analysis to prevent future failures;
- Coordinate root cause analysis;
- Attend to procedural and equipment issues that arise and require engineering evaluation and direction to improve specific maintenance procedures;
- Assist Maintenance supervisors with technical problems as may be required from time to time;
- Analyse spare parts inventory requirements and continuously improve inventory control;
- Compile periodic reports (weekly/monthly/quarterly/annually) to ensure Facilities Management Leadership has up to date information for decision making;
- Implement Facilities Management's procurement requirements for spares, materials and outsourced work;
- Coordinate the drawing of detailed maintenance tasks per asset;

Qualifications, skills and experience:

- A national diploma in mechanical, electrical or industrial engineering with a minimum of three years' planning experience or at least five years' practical experience as an artisan;
- A b-tech degree or trade test certificate qualification will be advantageous;
- Supervision of skilled maintenance trades;
- An understanding of Facilities Management and building maintenance
- Good organizational skills;
- Experience in analyzing trends in performance parameters;
- Ability to write reports;
- Computer literacy;
- Knowledge and experience in use of a Computerized Maintenance Management System (CMMS);
- Valid driver's licence;
- Planning and organising skills
- Communication skills
- Data analysis & judgement
- Creativity and innovation
- Good Interpersonal Skills

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number on the subject line, **(e.g. John Smith: Maintenance Planner : Reference No: 308129)**.

Closing date: 09 June 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is a responsible employer; we have put measures in place to ensure that equity is implemented such that it best serves the interests of the organisation and South Africa as a whole. This speaks to the CSIR's commitment to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***