

CAREER OPPORTUNITY

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

Lead Planner

About the job:

The CSIR has a vacancy for a **Lead Planner** in the Management Services Portfolio. The incumbent will be responsible for leading the Planning office in maintenance and project planning, job scoping, procurement of materials and external services including other related facilities management projects. This position is based in Pretoria.

Key responsibilities:

- Lead the planning function to ensure effective execution of Facilities Management (FM) functions;
- Develop scheduled maintenance strategies, programmes, processes and procedures;
- Participate in budgeting process and in the development of maintenance departmental plans;
- Facilitate and conduct planning meetings;
- Utilise the latest maintenance management measurements to develop maintenance activities in order to improve asset availability and performance;
- Establish and maintain appropriate internal controls and reporting systems to track and monitor performance indicators by compiling periodic reports;
- Act as liaison between customers and Facilities Management staff on Facilities Management related issues;
- Apply the latest maintenance safety technologies to ensure best-in-class maintenance safety performance and statutory compliance;
- Develop detailed work packages for preventive maintenance routine (PMR) and corrective maintenance activities for all maintenance teams;
- Analyse and screen corrective maintenance (CM) job cards for opportunities to perform root cause failure analysis to prevent future failures;
- Assist maintenance supervisors with technical problems as required;
- Manage Facilities Management's procurement requirements for spares, materials and outsourced work, as well analyse spare parts inventory requirements and improve inventory control;
- Provide leadership and direction in developing and prioritising projects that support the business strategies and metrics;
- Share best practices and stay current with the best practices in Facilities Management.

Qualifications, skills and experience:

- A national diploma in mechanical, electrical or industrial engineering with at least five years' experience as a maintenance planner;
- Experience in building maintenance
- Experience in analysing trends in performance parameters;
- Sound knowledge of maintenance and project planning;
- Knowledge and experience in the use of Enterprise Asset Management System or Computerised Maintenance Management System (CMMS);
- Good interpersonal skills;
- Sound negotiation skills;
- Good verbal and written communication skills;
- Numeracy skills;
- Ability to pay attention to detail;
- Computer literacy;
- Organizing and planning 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: Lead Planner: Reference No: 308128)**.

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.***