

INTERNAL ADVERTISEMENT
WESIZWE PLATINUM LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.

Job Title	
Planned Maintenance Clerk	
Job Function	
Core / Support:	Support
Department:	Engineering
Job Type:	Permanent
Location:	Bakubung Platinum Mine - Rustenburg
Role Description	
To assist the Planned Maintenance Officer in setting up the engineering planned maintenance department to ultimately provide equipment capability, reliability and availability to Operations through application of the maintenance service for the greatest operating profit. The role reports to the Planned Maintenance Officer .	
Education and Experience Requirements	
<ul style="list-style-type: none"> Grade 12 or Engineering N3 or equivalent qualification Minimum of 1 years' experience in the Planned Maintenance environment. Experience in maintenance notification processing - essential Experience in issuing reservations and requisition - essential SAP Planned maintenance experience - essential MS Office – Suite Office Administration Certificate (will be advantageous) Planned Maintenance Certificate (will be advantageous) 	
Job Requirements	
<p>Safety, Health, Environment and Quality:</p> <ul style="list-style-type: none"> Maintain health, safety, security and housekeeping within the internal environment. Comply with Company Policies, Standards and procedures. Comply with legal requirements within area of responsibility. Ensure all maintenance work procedures are carried out in accordance with the health and safety standards and practices. <p>Financial Control:</p> <ul style="list-style-type: none"> Maintain SAP master data against financial policies and procedures. Ensure equipment cost are captured against function location. Maximising operating profit through using planned maintenance where it is more effective than alternatives. <p>Planned Maintenance Process:</p> <ul style="list-style-type: none"> Maintenance data collection and information gathering to more effectively provide the planned maintenance service in future. The capture all relevant PM data to enable the analysis of data in the CMMS to learn how to improve the service delivery. Capture completed planned maintenance schedules as per O.E.M specifications and requirements. Capture completed routine maintenance task list. Capture actual consumption of fuel into the SAP fuel management system. Notify responsible persons of changes in the Planned Maintenance activities. Provide information to management with reference to planned maintenance activities. Loading PR in SAP system and create PMO3 from Control room breakdown work flow. Maximising equipment reliability through using planned maintenance most effectively. Quickly returning equipment to design capability through using planned maintenance most effectively. 	
Skills Required	
<ul style="list-style-type: none"> Sound verbal, written and interpersonal communication skills in English. Demonstrate knowledge pertaining to basic health and safety principles in and around a workplace. Demonstrate and understanding of Planned Maintenance principles and processes. Demonstrate and understand the purpose of equipment and component warranties. Demonstrate and understand the purpose of Planned Maintenance documentation control. Demonstrate and understand the SAP Routable process. Comprehensive knowledge of Reliability centred maintenance. Sound planning, leading and organisational abilities. Ability to work with a team and with minimal supervision will be an advantage. Know and understand the policies and procedures of the Company. Valid Driver's Licence. 	
Should you be interested in applying for this position, please send your CV with relevant qualification copies to Recruitment@wesizwe.com on or before the 26th May 2025 . Should you not hear from the Company within a period of 21 days after the closing date of applications, your application shall be deemed to be unsuccessful. For telephonic enquiries please contact 014 004 1040/1043.	