



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Vacancy Planning Clerk

Location: Swakopmund

Reports to the Maintenance Superintendent – Trucks & Ancillary

MAIN PURPOSE OF JOB

To assist the mine maintenance section by performing clerical duties, presenting information in a manner which identifies data in inconsistencies, promoting their immediate resolution and to facilitate controls on the maintenance planning/control systems.

Key Performance Areas:

- Create scheduled and unscheduled work records on the system by gathering and inserting relevant codes for validations.
- Process scheduled and unscheduled planned maintenance and unscheduled work records in accordance with maintenance control procedures.
- Prepare and expedite orders placed for spares, equipment and components and identify actual or potential delivery problems, and depending on the urgency, take authorized corrective actions or refer the matter to a higher authority.
- Follow up on queries related to work orders.
- Assists Production personnel in being able to navigate SAP whenever creating Maintenance Notifications.
- Prepare and expedite offers for spares, equipment and components.
- Select the correct GL account and Cost Centre when ordering consumables.
- Perform full secretarial duties in addition to Engineering Planning Clerk duties in an area where no other secretary is available.
- Work effectively with others as a member of a team.
- Adherence to all workplace SHERQ standards, practices, policies, procedures, rules and regulations.

Requirements and experience:

- Grade 12 / NQA Level: 2
- 2- 3 Years clerical experience.
- Experience of SAP will be a distinct advantage.
- Good command of English language (spoken and written)
- Code B driver's license will be an added advantage

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to psujobs.eng@cgnpc.com.cn by **23 August 2016**.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.