

# ADVERTISEMENT

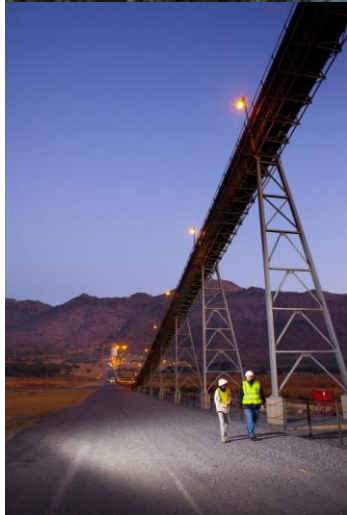
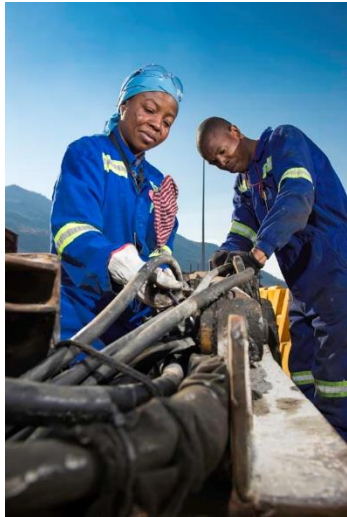
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**PLANNER MAINTENANCE  
CLERK  
GRADE: B4**

**INTERNAL  
CLOSING DATE: 04/03/2023**

**REPORTS TO:  
PLANNER MAINTENANCE OFFICER**



## PURPOSE OF THE JOB

To support the Planned Maintenance Officer in the execution of the planned maintenance and asset care management function in their areas of responsibility

## MINIMUM QUALIFICATIONS

- Grade 12 or equivalent
- Relevant Planned Maintenance qualifications will be advantageous.
- Computer literate (MS Office)

## MINIMUM EXPERIENCE

- Experience in an ERP system.
- 2 Years Administration/Clerk experience will be an advantage.
- Office Management experience will be an advantage.

## COMPETENCIES & REQUIREMENTS

- Good communication skills in English;
- Accuracy and be able to work under pressure.

## JOB RESPONSIBILITIES

- Capturing of pre-start checklists per meter reading on the ERP system
- Create Requests for quotes from approved quotations.
- Compile ad-hoc reports
- Assist Planned Maintenance Officer with weekly reports, if required
- Submit daily reports on relevant KPI & KPA's
- Preparing of all overtime documents
- Compile, prepare and obtain signatures of leave forms,
- overtime sheets and timesheets before submitting to HR.
- Printing and issuing of maintenance job cards.
- Creating, Capturing & Closing and scanning in of maintenance work orders
- General Data capturing
- Filing
- Any other related administrative duties.

## TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996.

Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to:

[recruitmentMD@trp.co.za](mailto:recruitmentMD@trp.co.za)

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

## POPIA Disclaimer:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.