

# VACANCY



## **ASSISTANT: MAINTENANCE MANAGER** **PROCESSING PLANT / MAINTENANCE**

**NAMIB POULTRY**

BECAUSE YOU DESERVE BETTER

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka.

Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

### **PRIMARY PURPOSE OF THE POSITION**

Responsible for the overall assistance to management of the day-to-day maintenance activities and processes within the Processing Plant.

To ensure optimal plant performance, monitor and assess equipment, and coordinate maintenance projects to maximize efficiency and minimize downtime.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

#### • **Team Leadership and Management**

Assist in leading, motivating, and managing a skilled team of maintenance professionals.

Assist in Supervising staff.

Foster a culture of safety, efficiency, and continuous improvement within the Maintenance department.

Health & Safety:

- Adhere to required SHE Policies and Safe Work Procedures at all times

- Monitor Safe Work Practices and wearing of clean and correct PPE prescribed for all work areas.

- Ensure health and safety policies are complied with.

- Perform risk analysis on new equipment/processes / before affecting repairs or performing maintenance."

Assist in Conducting regular performance evaluations and providing ongoing training and development opportunities for the team.

#### • **Plant Performance and Monitoring**

Assist in the implementation and execution of a preventive maintenance program to ensure the reliability and longevity of equipment.

Assist in Monitoring and analyzing equipment performance metrics, identifying areas for improvement and implementing solutions.

Collaborate with production and quality control teams to address maintenance-related issues affecting production efficiency and product quality.

#### • **Maintenance Processes and Procedures**

Assist in Developing and refining maintenance processes and procedures to optimize workflow and minimize downtime.

Assist in Implementing best practices in maintenance management to enhance equipment reliability and reduce operational costs.

Scheduled and Preventative Maintenance:

- Assist in Carrying out inspections of the facilities to identify and resolve issues.

- Assist in Preparing/reviewing Installation, stage stage-wise inspection protocol for installing any new batch of equipment and machinery.

- Assist in Performing troubleshooting to solve minor repair issues.

- Assist in Developing schedule and delegate tasks to meet maintenance schedule.

- Assist in Overall Preventive / Corrective / Breakdown maintenance and associated improvement activities of Plant Equipment and apparatus (Mechanical / Electrical & C&I) to ensure smooth running of the process with availability & reliability.

Ensure compliance with industry standards, regulations, and safety protocols.

#### • **Project Management and Coordination**

Assist in Planning and coordinating maintenance projects, including equipment upgrades, installations, and modifications.

Assist in Collaborating with cross-functional teams to ensure seamless execution of maintenance-related projects.

Project Documentation:

Assist in Maintaining comprehensive documentation for all maintenance-related projects.

Include project plans, timelines, resource allocation, and post-project evaluations.

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- **Troubleshooting and Problem Resolution**

Assist in Leading troubleshooting efforts for equipment malfunctions and breakdowns.  
Assist in Implementing root cause analysis techniques to identify and address underlying issues.  
Work closely with maintenance technicians to provide technical expertise and guidance.

- **Documentation and Record Keeping**

Assist in Maintaining Maintenance Procedures:

-Assist in Updating, and maintaining comprehensive documentation for all maintenance procedures, ensuring clarity and accuracy.

-Assist with Collaborating with maintenance technicians and engineers to capture best practices and standard operating procedures.

Record Keeping for Equipment Maintenance:

-Assist with maintaining a systematic record-keeping system for all equipment maintenance activities.

-Document equipment repairs, replacements, and modifications, including details such as date, time, and personnel involved.

Compliance Documentation:

-Ensure that all maintenance activities adhere to regulatory standards and compliance requirements.

-Maintain records and documentation to demonstrate compliance with safety, environmental, and industry regulations.

Inventory Management Documentation:

-Assist in maintaining accurate records for spare parts and inventory related to maintenance.

-Assist in Maintaining system for tracking stock levels, reorder points, and usage patterns.

Equipment Manuals and Documentation:

-Assist in maintaining manuals, schematics, and technical documentation for all plant equipment.

-Ensure easy access to equipment documentation for troubleshooting, repairs, and training purposes.

Training Records:

-Assist in Maintaining records of training sessions for maintenance personnel, including topics covered, dates, and participants.

-Assist in Maintaining a system for tracking ongoing professional development and certification requirements for the team.

Work Order Documentation:

-Maintain the system for creating and managing Job Cards for routine and corrective maintenance tasks.

-Assist in Recording details of Job Cards, including task descriptions, time taken, and materials used.

Root Cause Analysis Documentation:

-Assist with documenting the results of root cause analyses conducted for equipment failures or malfunctions.

-Assist in Recording corrective actions taken to prevent the recurrence of identified issues.

Performance Metrics and Reporting:

-Assist in Maintaining a system for recording and reporting key performance indicators related to maintenance activities.

-Provide regular reports on equipment uptime, maintenance costs, and other relevant metrics to the management team.

Data Security and Confidentiality:

-Maintain / Implement measures to ensure the security and confidentiality of maintenance records and documentation.

-Adhere to data protection policies and procedures to safeguard sensitive information.

Continuous Improvement Documentation:

-Assist in documenting and tracking continuous improvement initiatives within the Maintenance department.

-Assist in Recording the outcomes of improvement projects and use the data to enhance future maintenance processes.

Auditing and Inspection Documentation:

-Assist in Preparing and maintaining documentation required for internal and external audits related to maintenance practices.

-Assist in collaborating with audit teams to provide necessary records and evidence of compliance.

-Assist in Conducting Internal Audits within the Maintenance department for spot checks.

Collaboration with Other Departments:

-Work closely with other departments such as Quality Control, Production, and Safety to ensure seamless integration of documentation processes.

-Collaborate on cross-functional initiatives that require shared documentation and record-keeping efforts."

Service Management System:

-Assist in Managing the electronic document management system to enhance accessibility, version control, and overall efficiency in documentation and record keeping.

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- **General**

Monitor expenses and assist with the record-keeping of the budget of the maintenance department.

Assist with monthly and annual maintenance budget, purchase requisition, and monitor the inventory of spare parts (inventory analysis) and support procurement department by providing technical specifications/recommendations for Spare parts and consumables in time to eliminate downtime of the equipment/batch of production.

Assist with all breakdown repairs on other equipment as instructed by Management.

Maintaining of Statutory compliances as per Government Norms during project execution and normal operation of plant.

Respond to emergency calls for maintenance.

Manage relationships with contractors and service providers.

Perform any additional ad hoc tasks as and when required by applicable Management.

## MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4)
- Bachelor's degree and/or Diploma in Mechanical Engineering, Industrial Maintenance, or a related field.
- At least 3 - 5 years of proven experience as a qualified Artisan in an FMCG processing and manufacturing environment.
- Familiarity with industry regulations and safety standards.
- In-depth experience and knowledge of maintenance best practices, and preventive maintenance.
- Namibian Citizen.
- Proficient in English (spoken and written) being bilingual will be advantageous.
- Valid Code BE driver's license.
- Willing and able to work alternating day/night shifts, alternating weekends and on Public Holidays as and when required.

The company offers a competitive salary and market-related employee benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Candidates who qualify for the above position should send a short CV to the HR department.

Email: [HRSalaries@npi.com.na](mailto:HRSalaries@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: ASSISTANT: MAINTENANCE MANAGER**  
**ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.**

**CLOSING DATE FOR APPLICATIONS: 04<sup>TH</sup> of March 2024**