



Position: Electrical Planner – Simba Cement

Areas of Responsibility: AS ASSIGNED

Reports To: Maintenance Control Centre Manager

Specific Knowledge

Due Date: 10/24/2025 5:00 PM

Main Duties

- Coordinate all maintenance activities for the plant.
- Manage the planning of the step-by-step execution of all major equipment outages and significant repairs, by utilizing project-planning techniques and software.
- Ensure that all regulated inspections are completed within guidelines to maximize safety and to minimize downtime and fines.
- Work closely with production and other departments in developing the work schedules including the coordination of all maintenance activities for efficient flow of operations. Serve as the liaison between departments for optimal coordination.
- Oversee the availability of parts for all work orders scheduled on the daily worksheet by working closely with the stores department in

ordering, receiving, purchasing of parts and the selection of suppliers to maintain the schedule.

- Assist the stores department in controlling and reducing equipment inventory by establishing and reviewing maximums/minimums, reordering of parts and identifying obsolete parts.
- Assist the Mechanical and Electrical Maintenance Managers in the preparation of the annual maintenance budget; the development of the department's long-term goals and objectives to meet the overall plant operational and cost containment goals.
- Review maintenance costs and recommend areas where savings can be made for overall reduction of maintenance costs.
- Ensure OSHA compliance as per company and statutory requirements.
- Observe relevant environmental policies and regulations
- Compliance to HM Group Code of Business Conduct, Compliance Policies and Guidelines.
- Perform any other duties as may be assigned by the supervisor.

Minimum Requirements (Qualifications)

- BSc. in Electrical engineering or its equivalent.
- Minimum of 3 years of preventive maintenance experience for a plant.
- Solid understanding of preventive and corrective maintenance principles, techniques and technologies.
- Solid understanding of purchasing principles.
- Demonstrated project management skills, preferably involving multiple departments.
- Ability to communicate, coordinate and motivate others to achieve common goals.
- Familiar with Ms Office suite including MS Excel, Word, Access, and Projects.
- Solid computer skills including knowledge of ERP for maintenance purposes.
- Problem solving and decision making.

How to Apply:

To apply, go to the link <https://tpcplc.powerappsportals.com/>, click on the search icon, and select the Electrical Planner job.