



Job Title **Maintenance Planner**

Closing Date 2026/05/11

Reference CCB260430-4
Number

Job Category Manufacturing

Company Coca-Cola Kwanza (Tanzania)

Job Type Permanent

Location - Tanzania
Country

Location - Not Applicable
Province

Location - Town / Mbeya
City

Job Description CCBA is the 8th largest Coca-Cola authorised bottler in the world by revenue, and the largest on the continent. It accounts for over 40% of all Coca-Cola ready-to-drink beverages sold in Africa by volume. With over 14 000 employees in Africa, CCBA group services more than 800 000 customers with a host of international and local brands. CCBA group operates in 14 countries: South Africa, Kenya, Ethiopia, Uganda, Mozambique, Namibia, Tanzania, Botswana, Zambia, Eswatini, Lesotho, Malawi and the islands of Comoros and Mayotte

Coca-Cola Beverages Africa (CCBA) presents an exciting opportunity for a Maintenance Planner, to join the **Manufacturing** team at CCBA in Mbeya , Tanzania. The role will report to the **Plant Engineer**.

The primary role of the QC / Specialist / Technician - Packaging is execution of general or specialist analyses, the interpretation thereof and the resolution

of problem identified by the analyses. In addition the quality control specialist facilitates problem-solving sessions, coaches and mentors people and carries out quality audits.

Key Duties & Responsibilities

Key Outputs and Accountabilities

- To provide technical leadership and support to the plant in terms of asset management technology to enable the implementation of business strategies to leverage equipment, productivity, reliability and maintainability, thereby enabling high plant availability and utilisation at lowest cost.
- Deploy the asset management strategy.
- Provide specialist asset management support.
- Ensure that predictive maintenance techniques are implemented correctly.
- Implement asset management system audits to evaluate data integrity.
- Assist and coach staff in asset management principles and application.
- Observe safe, healthy and risk free working environment.

1. Maintenance Planning and Control

- Plan the maintenance day following the 5 day planning cycle as per figure 1 (Planning cycle)
- Review emergency works orders using the standard and create sub-works orders
- Create the maintenance plan and assign tasks to team members, including contractors.
- Communicate and distribute plan to team members
- Update the maintenance plan directly after the forward planning meeting
- Organize and distribute maintenance work orders with loading sheet to Team Leaders
- Ensures that required tools and spares are available
- Plan the execution of the autonomous maintenance and running schedules for the unit
- Chair Pre/Post maintenance meetings and issue minutes
- Update task lists if required
- Create spares reservations
- Review safety requirements of tasks in planning table where needed
- Identify/prioritise and agree PJO's to be completed

1. Continuous Improvement

- Ensure that situation and systemic problem solving is initiated to ensure loop closure
- Populate the Daily Downtime and 5 Why Board; indicating the status of 5 Why completion and the quality of 5 Why's received
- Raises Corrective Maintenance work to be done on Maintenance day
- Plan effective Weekly Maintenance Shut Down
- Plan effective Annual Maintenance Shut Down
- Conduct spot checks on Short Interval Controls (preform & syrup tracker, hourly efficiency, Line "V-Profile" speeds) as part of Daily Walk About

- Ensure Line speeds are set according to "V-Profile" and that machines are run at rated speeds
- Analyse SAP downtime data
- Ensure all asset care work complies with Asset Care Standards

1. **Implement Engineering Change Management**

- Initiate Engineering Changes Control on SAP and ensure that a responsible person is assigned to execute the change
- Verify that the Engineering Changes have been executed successfully and documented
- Ensure that the required engineering change control documents have been updated and that the change request is closed

1. **Maintenance Programme Development**

- Ensure effective safety awareness talks/incident recalls/Tool Box Talks
- Provide PPE and ensure compliance (Budget Availability)
- Ensure compliance to Permit to Work where required with Audit compliance
- Report incidents Level 3 Leadership
- Incident investigations to be closed in 24 hours
- Ensure identified safety hazards on line are managed to closure (including people behaviours)
- Attend and report into SHE Meeting
- Facilitate the teams risk management processes

1. **Breakdown Management**

- Verify content correct
- Recon to stoppage info
- Follow on work agreed
- CM tasks raised
- Close breakdown order

1. **Manage the Maintenance Spares**

- Investigate & plan for upcoming promotions/new products/trials
- Train team members on new processes/procedures/technologies and ensure competence.
- Identify Productivity opportunities (People, Cost, CAPIN)
- Communicate benchmark shared learnings to team
- Facilitate the development and use of machine problem solving systems
- Ensure problem solving taking place and loop closure taking (QFR/5why/FFA/End state analysis/ system analysis / stage

Judgement and decision making

- Adept at discerning and balancing the most important priorities (simplifies complexity)

- Efficiently applies rigour and operating discipline to ensure decisions are made on a timely basis
- Assesses and makes clear trade-offs when making critical decisions
- Proven ability to foresee and take action against potential risks to the business/system as a whole

**Skills,
Experience &
Education**

Qualifications

- **Minimum requirement:** Bachelor Degree in Engineering (Mechanical/Electrical) or equivalent and trade

Experience

- 3 to 5 years production engineering experience with 3 years in supervisory level
- Knowledge of Packaging plant will be an advantage
- PC literate **MSD, D365 F&O** (Proficiency in Microsoft office applications)

Key Outputs

- Due dates for gap closures communicated to teams.
- Prioritise & co-ordinate adhoc maintenance.
- Develop a shutdown/project plan.
- Assign resources to work arising.
- Decide on what follow-on work is to be performed & raise relevant work orders.
- Utilise change management principles.
- Optimise schedules.
- Shared responsibility.
- Take responsibility for team processes.
- Report generation and KPI tracking.
- Self-management

Competencies

- Highly developed analytical skills with excellent problem solving capability
- Attention to detail and commitment to quality is non-negotiable.
- Excellent interpersonal skills, with demonstrated ability to interact and influence at all levels of the organization.
- Excellent planning and organisational skills.
- An Innovative Thinker
- Customer focused
- Result and Execution Driven
- Resilient and energetic
- Finance budgeting and controlling

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