



JOB VACANCY – MAINTENANCE PLANNER & COORDINATOR

We are looking for a self-motivated, a qualified individual with the right attitude and a passion for innovation to join our young and energetic team in the position of **Maintenance Planner & Coordinator**.

Department : Maintenance	Contract terms : Open ended Contract
Reports to : Maintenance Manager	Location : Kigali, Rwanda

PURPOSE OF THE JOB

The job holder plays a key role in implementing and realize the daily corrective and preventive maintenance plan, to generate, plan and manage the maintenance schedules for all OEMs and link AIF with OEMs within the manufacturing plan and within the corporate requirements and guidelines.

TASKS & RESPONSIBILITIES

- Perform stock checks and report on stock levels and ensure materials and equipment are ready for upcoming projects.
- Generate, plan, and manage the maintenance schedules for all OEMs with nil plant disturbance.
- Implement the preventive and predictive maintenance plans, in line with the agreed manufacturing plan, to ensure maximum availability of the production facilities.
- Execute the maintenance plan and take corrective actions in close cooperation with the Maintenance Manager to achieve the results.
- Oversee the Planned and scheduled all preventive maintenance tasks for all the Engineering team.
- Supervise and offer guidance on detailed scopes and bill quantities for maintenance and contractual works.
- Prepares and defends CAPEX Justifications for projects in the plant.
- Review work request backlog for timely processing and correct prioritization
- Implement maintenance Best Practices as identified by the maintenance & Production sections
- Actively support Business Excellence by participating in Reliability monitoring & Improvement Implementation.
- Attain good proficiency in SAP & PRO-PLAN (CMMS) for the Engineering department.
- Participates in Key decision making on all company tender awards.

QUALIFICATIONS & EXPERIENCES

- Bachelor's degree in mechanical, Mechatronics, Electrical, Instrumentation & Control Engineering or any other related field.
- 5 years' experience in maintenance planning in a busy manufacturing industry.
- Must have language proficiency in English and Kinyarwanda
- Must have Advanced knowledge of Microsoft applications, such as Excel, Power Point.
- Good understanding of Health and Safety at Work regulations.
- Understanding of basic financial concepts, such as estimating and budgeting
- Inventory, spare parts control, and management Skills
- Strong interpersonal, negotiation, and communication skills.
- The ability to multitask.
- Strong analytical and problem-solving skills

APPLICATION GUIDELINES

All applications including application letter, curriculum vitae and academic qualifications should be submitted in single PDF File via this email: recruitment@africaimprovedfoods.com for the attention of the **HR Manager of AIF Rwanda Ltd.**



The closing date for submission of applications is **Wednesday 25th October 2023.**