

A. Background Information	
Job Title:	Job Grade:
Head of Workshop & Maintenance	Supervisor
Department:	Duty Station:
Production/Technical Services	Mine Site
Reports to:	
Mine manager	
Direct Reports:	Indirect Reports:
<ul style="list-style-type: none"> HD Mechanics Auto electrician Welders Grease Man Mechanics 	<ul style="list-style-type: none"> Driver Office Attendant
Purpose of the job	
<p>The Head of Workshop & Maintenance is responsible for planning, coordinating, and supervising all workshop and maintenance activities to ensure efficient operation of machinery, vehicles, equipment, and infrastructure. The role ensures minimal downtime, optimal asset performance, and full compliance with safety, quality, and regulatory standards.</p>	
B. Responsibilities	
<p>Workshop Management</p> <ul style="list-style-type: none"> Oversee daily operations of the workshop, including repairs, servicing, fabrication, and diagnostics. Allocate tasks to technicians and ensure work is completed within required timeframes. Maintain orderly workshop layout, cleanliness, and workflow efficiency. Ensure availability and proper use of tools, machinery, and calibration equipment. <p>Maintenance Planning & Execution</p> <ul style="list-style-type: none"> Develop preventative and predictive maintenance schedules for all equipment and vehicles. Monitor and ensure execution of scheduled maintenance tasks. Troubleshoot major mechanical and electrical problems and provide technical guidance to the team. Approve maintenance reports after verification of repairs performed. <p>Asset & Inventory Management</p> <ul style="list-style-type: none"> Maintain accurate inventory of spare parts, lubricants, tools, and consumables. Reduce equipment downtime by ensuring timely procurement of parts and materials. Manage asset lifecycle, condition monitoring, and replacement planning. 	

Team Leadership & Development

- Supervise, train, mentor, and evaluate workshop technicians, mechanics, electricians, and other maintenance staff.
- Conduct technical training and skill development initiatives.
- Enforce discipline, teamwork, and adherence to company policies.

Safety, Compliance & Quality Control

- Ensure compliance with industry standards, manufacturer guidelines, and statutory regulations.
- Implement and enforce safety procedures and risk assessments.
- Conduct regular inspections of equipment, workshop areas, and processes.
- Maintain documentation for audits, inspections, and regulatory requirements.

Budgeting & Reporting

- Prepare and manage the workshop and maintenance department budget.
- Control costs related to repairs, spare parts, and contractor services.
- Generate periodic reports on equipment performance, maintenance costs, downtime, and workshop efficiency.
- Recommend improvements and capital investments to enhance operational reliability.

Vendor & Contractor Management

- Liaise with suppliers, service providers, and equipment manufacturers for technical support.
- Negotiate maintenance contracts and service agreements.
- Oversee external repairs and ensure contractual terms are met.

C. Qualification, Knowledge and Skills

1. Academic Qualifications:

- Bachelor's degree in Mechanical Engineering, Electrical Engineering, Industrial Engineering, or related field.

2. Professional Qualifications:

- Certification in maintenance engineering, safety, or equipment operation is an advantage.

3. Experience:

- 5–10 years of experience in workshop management, equipment maintenance, or plant engineering.
- Strong knowledge of mechanical, electrical, hydraulic, and pneumatic systems.
- Experience with maintenance management systems (CMMS) preferred.

4. Skills & Competencies:

- Technical troubleshooting and diagnostic skills.
- Strong leadership, team management, and communication skills.
- Excellent planning, organization, and problem-solving abilities.

- Ability to handle multiple tasks under pressure.
- Strong analytical and reporting skills.
- Commitment to safety, quality, and continuous improvement.

5. Behavioural Competencies:

- Strong analytical and problem-solving skills.
- Excellent problem-solving and decision-making abilities.
- Emotional Intelligence
- Ability to work collaboratively with all levels of the organisation
- Excellent communication and interpersonal skills.

Approval

	Jobholder	Supervisor
Name		
Position		
Signature		
Date		

How to apply:

If you believe you are the right candidate for any of the above position, please submit your application with a detailed CV, photocopies of academic certificates, names of three referees with their contacts.

Applications should be submitted to recruitment@jitegemeholdings.co.tz not later than **24th December 2025 at 05:00 pm.**

Detailed job descriptions for each of the advertised positions can be accessed through our website using the following link : www.jitegemeholdings.co.tz

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