

VACANCY

ADMIN CLERK

🕒 Permanent Contract 📍 Production

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and is in the process of setting up an export abattoir and a red meat processing facility between Okahandja and Windhoek. Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

To provide comprehensive administrative and production support to the Abattoir Manager, Supervisor: Production and Team Leaders as per daily slaughter activities, while maintaining strict compliance with food safety, hygiene, and safety standards in support of operational requirements.

KEY DUTIES AND RESPONSIBILITIES

- Monitor, record and capture weights at relevant critical control points.
- Report on daily production:
 - *Maintain registers, documentation, and filing systems.*
 - *Identify discrepancies, or irregularities.*
- Provide administrative support to:
 - *Abattoir Manager*
 - *Supervisor: Production*
 - *Team Leaders.*
- Maintain high housekeeping standards in line with company and audit requirements.
- Ensure compliance with hygiene, food safety and quality practices at all times.
- Strict following of all safety procedures / requirements.
- Ad-hoc task as and when required by management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12. (NQF 4)
- Minimum of 2 years' experience in an applicable FMCG environment.
- Namibian citizen.
- Must be able and willing to work shifts, weekends, overtime and public holidays.

APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

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

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: hr@sbo.na

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: ADMIN CLERK: PRODUCTION

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

04 MARCH 2026

