

VACANCY

SUPERVISOR: DISPATCH

🕒 Permanent Contract 📍 Dispatch

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 supervise and coordinate dispatch operations to ensure accurate, efficient and timely product dispatch, while achieving daily targets through effective manpower allocation, maintaining cold chain integrity, ensuring compliance with food safety and safety standards, and monitoring staff performance.

KEY DUTIES AND RESPONSIBILITIES

- Conduct start-up and shut-down inspections of the dispatch area, equipment and loading bays to ensure operational readiness and compliance.
- Supervise and coordinate all dispatch activities, including the loading of carcasses, cartons and by-products in accordance with invoices, load plans and customer specifications.
- Ensure completion of daily dispatch plans, including accurate reporting of volumes, efficiencies and variances.
- Allocate appropriate manpower to dispatch functions to meet operational requirements and deadlines.
- Ensure strict adherence to FIFO (First In, First Out) and FEFO (First Expiry, First Out) principles.
- Maintain and enforce cold chain integrity throughout the dispatch process.
- Monitor stock movement and ensure accurate scanning, recording and documentation of all dispatched products.
- Coordinate effectively with Production, Cold Store, Quality Assurance, Logistics and Sales departments to ensure seamless operations.
- Monitor, evaluate and provide feedback on subordinate staff performance, including discipline, productivity and adherence to procedures.
- Maintain high standards of housekeeping within the Dispatch department.
- Identify and escalate operational challenges, risks or inefficiencies to management.
- Ensure good hygiene practices at all times.
- Strict following of all safety procedures and requirements.
- Perform additional ad hoc duties as required by Management to support operational efficiency and compliance.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12. (NQF 4)
- Minimum of 5 years' supervisory experience in the FMCG environment, with preference to the meat production sector.
- Namibian Citizen and / or Permanent Residence.
- Proficient in English, being bilingual will be advantageous.
- 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: SUPERVISOR: DISPATCH

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:

28 APRIL 2026