

VACANCY

SUPERVISOR: DISPATCH

🕒 Permanent Contract 📍 Dispatch

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and commenced trading in November 2025 following the completion of our state-of-the-art abattoir, with an annual slaughter capacity of 50,000 cattle. As a subsidiary of a holding company listed on the NSX (over-the-counter trading entity). 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. The position is responsible for achieving daily targets through effective manpower allocation, maintaining stock accuracy and cold chain integrity, and ensuring compliance with food safety, hygiene and safety requirements.

KEY DUTIES AND RESPONSIBILITIES

- Conduct start-up and shut-down checks of the Dispatch area, equipment and loading bays to ensure operational readiness.
- Supervise dispatch activities, including loading of carcasses, cartons and by-products in line with load plans, invoices and customer specifications.
- Allocate manpower and coordinate resources to achieve daily dispatch targets and deadlines.
- Ensure accurate stock movement, scanning, documentation and reporting of dispatched products, including FIFO and FEFO compliance.
- Maintain cold chain integrity, hygiene, housekeeping and food safety standards throughout dispatch operations.
- Coordinate with Cold Store, Production, Quality Assurance, Logistics and Sales to ensure seamless product flow and dispatch.
- Monitor staff performance, productivity, discipline and adherence to procedures.
- Identify and escalate operational risks, variances and inefficiencies to management.
- Ensure compliance with all Company safety procedures and requirements.
- Perform additional Ad hoc duties if / when required by Management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12. (NQF 4)
- Five (5) Years proven supervisory experience in Dispatch within an FMCG environment, preferably in the meat production sector.
 - *Strong operational knowledge of dispatch operations, cold chain management, stock control, FIFO/FEFO and food safety requirements.*
 - *Strong administrative, reporting and coordination skills, with a high level of accuracy and attention to detail.*
 - *Proven ability to allocate manpower, manage daily targets and maintain operational standards.*
 - *Effective communication and interpersonal skills with the ability to manage and develop staff.*
- Proficient in written and spoken English
- Willing and able to work shifts, weekends, overtime and public holidays.
- Namibian Citizen / Resident / Domiciled



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:

30 SEPTEMBER 2026