

VACANCY

COMPLIANCE ADMINISTRATOR

🕒 Permanent Contract 📍 Safety, Health, Environment And Quality (SHEQ)

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

The role supports a productive and well-coordinated work environment that contributes to the department's overall operational success. Acting as the central administrative point within the department, whilst providing support to the Compliance Coordinator and SHEQ Manager. To ensure the efficient administrative functioning of the SHEQ Department while serving as a vital link between Quality and Production.

KEY DUTIES AND RESPONSIBILITIES

- Software System and Record Maintenance.
- Coordinate and Support Internal and External audits.
- Track, document and follow SHEQ-related action plans.
- Administrative support to SHEQ initiatives, awareness campaigns, and employee training sessions.
- Prepare and Submit compliance reports, inspection results, and regulatory documentation.
- Compile departmental reports and SHEQ data.
- Ensuring Good Hygiene Practices at all Times.
- Strict following of all Safety Procedures / Requirements.
- Ad-Hoc Task as and when Required by Management.

QUALIFICATIONS, EXPERIENCE, REQUIREMENTS AND SKILLS

- Grade 12 (NQF4)
- Diploma or Certificate in Business Administration, SHEQ Management and / or related field will be Advantageous.
- Minimum of 2 years administrative experience in relevant Compliance/ Safety/ Health/ Environment / Quality environment.
- Experience in an FMCG Environment preferred.
- Exposure to compliance systems and audit processes will be Advantageous.
- Computer Literate
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Proficient in English
 - Excellent written and verbal communication skills
- Namibian Citizen or Permanent Residence.
- Driver's License.



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: COMPLIANCE ADMINISTRATOR

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:

31 JULY 2025