

VACANCY

COMPLIANCE COORDINATOR

🕒 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

To monitor and support compliance with legal, regulatory, and internal SHEQ standards through audits, reporting, and training. The role needs to ensure continuous improvement, accurate documentation, and a strong culture of safety, hygiene, and accountability.

KEY DUTIES AND RESPONSIBILITIES

- Compliance Monitoring with required Legislation, Industry Regulations, ISO standards, and Internal SHEQ procedures.
- Assist with Development, Review, and Amending of SHEQ policies, Standard Operational Procedures, and Compliance Checklists.
- Audits conductions and / or Inspections.
- Coordinate Corrective and preventive actions.
- Incident Investigations
- Administration, Data Recording and Reports
- Facilitate Internal compliance training and Awareness Sessions.
- Ensuring Good Hygiene Practices at all Times.
- Strict following of all Safety Procedures / Requirements.
- Ad-Hoc Task as and when Required by Management.
- Must be able and willing to work shifts, weekends, overtime and public holidays (If and when Applicable)

QUALIFICATIONS, EXPERIENCE, REQUIREMENTS AND SKILLS

- Diploma or Degree in Environmental Science, Safety, Quality, and / or a related field.
- Minimum of 3 years' experience in the FMCG Environment primarily in compliance or SHEQ Coordination role.
- Minimum of 1 year managing sub-ordinates.
- Computer Literate.
- Proficient in English (Spoken and Written)
- 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 COORDINATOR

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