

VACANCIES

RUNDU ABATTOIR



ABOUT MEATCO

Meatco, an equal opportunity employer, is a progressive organisation involved in the production, processing, value addition, and marketing of red meat and associated by-products.

The following permanent positions are vacant at the Meatco Rundu Abattoir. Candidates who meet the requirements are encouraged to apply:

1. DEPARTMENT HEAD (DISPATCH & SERVICES)

Role Summary

Oversee and manage the dispatch or distribution function, ensuring the seamless coordination of timely deliveries to clients and destinations. Additionally, responsible for supervising essential services encompassing food, laundry, and cleaning within the plant. The role encompasses ensuring the efficient and effective delivery of these vital services while maintaining high standards of quality and hygiene.

Competency and Skill Requirements

- National Diploma in Agriculture/Food Science/Microbiology or related fields.
- Five (5) years experience in food or meat processing industry, of which two (2) years should be at supervisory level.
- Must be Computer literate.

2. DEPARTMENT HEAD (DEBONING & ABATTOIR)

Role Summary

Oversees the operations of the abattoir facility, managing the entire value-addition process to ensure the production of quality meat products. Coordinates slaughter activities, ensuring compliance with safety and regulatory standards, and optimising operational efficiency. Additionally, supervise the deboning process, ensuring precise and efficient meat extraction, as per customer specifications, while maintaining product quality. Overall, maintains a streamlined and compliant abattoir operation that delivers high-quality meat products to meet market demands.

Competency and Skill Requirements

- National Diploma in Agriculture/Food Science/Microbiology or related fields.
- Five (5) years experience in food or meat processing industry, of which two (2) years should be at supervisory level.
- Must be Computer Literate.



3. TEAM LEADER (ABATTOIR & DEBONING) 2X

Role Summary

Supervises team(s) involved in the operations of the abattoir and deboning processes. Coordinates the entire value-addition process to ensure efficient meat extraction and deboning. Ensures compliance with safety and regulatory standards, optimising production efficiency and maintaining product quality.

Competency and Skill Requirements

- National Diploma in Agriculture / Food Science or related fields.
- Five (5) years' experience in food or meat processing industry, of which one (1) year should be at supervisor level.
- Must be Computer Literate.

4. TEAM LEADER (SERVICES)

Role Summary

Supervises and guides a team responsible for delivering essential services, such as food, laundry, and cleaning, within our facility. Coordinates and oversee daily operations, ensures compliance with quality and hygiene standards, and provides leadership to deliver excellent service.

Competency and Skill Requirements

- National Diploma in Agriculture / Food Science or related fields.
- Five (5) years experience in food or processing industry, of which one (1) year should be at supervisory level.
- Must be Computer Literate.

5. HALAL SLAUGHTERER

Role Summary

Perform humane and religiously compliant Halal slaughter of animals in accordance with Islamic principles and guidelines. Ensures the ethical and respectful treatment of cattle, adhering to halal practices, and maintaining the highest standards of hygiene and sanitation throughout the slaughter process.

Competency and Skill Requirements

- Grade 10 Certificate or equivalent qualification. Halal Certification will be an added advantage.
- Candidate should meet Muslim and Islamic requirements.
- One (1) year experience in meat cutting and slaughter.



6. LIVESTOCK PROCUREMENT OFFICER

Role Summary

Manage the animal supply process to the Abattoir by coordinating with livestock producers, ensuring competitive pricing, assisting with quota allocations, offering client service through farm visits, and providing valuable agricultural and marketing guidance to enhance producer relationships and optimise procurement strategies.

Competency and Skill Requirements

- A National Diploma in Agriculture or a related field.
- Three (3) years experience in a relevant field.

7. EXTRA HEAVY VEHICLE DRIVER (2X)

Role Summary

Safely operate and maintain vehicles for transporting freight, ensuring proper loading, delivery, and documentation. Take initiative to address issues during deliveries, maintain accurate records, and collaborate with relevant personnel for smooth operations.

Competency and Skill Requirements

- Grade 12 Certificate.
- Code C Driving License, with PDP (Code 11).
- Five (5) years driving experience.

8. ASSISTANT MANAGER: TECHNICAL

Role Summary

Oversee, the maintenance function (managing technical staff; planning, organising executing, and evaluating Workshop department activities) of an Abattoir. Manages maintenance activities for the upkeep of equipment and machinery, buildings, general sites, motor and Industrial vehicles. Resolves technical issues as they arise to minimise processing/production interruptions due to equipment premature breakdowns and failures. Oversees the operations and maintenance of hot water boilers and Effluent Plant. Identify equipment needs, manage budgets & maintenance plan, supervise maintenance team, establish and maintain control systems to enhance overall operational efficiency.

Competency and Skill Requirements

- National Technical Certificate (Level 3) in Fitting & Turning/ Fitting/ Electrical General/ Millwright or similar.
- Knowledge of Food Safety Certification Systems (e.g. ISO 9000, ISO 22 000, BRCGS, HACCP).
- Eight (8) years relevant post-trade technical experience in the food processing industry.
- Driver's License (code B).



9. FITTER AND TURNER

Role Summary

Ensure the safe and efficient operation of plant and equipment through mechanical preventive and predictive maintenance activities, adhering to manufacturer guidelines. Plan, schedule, and coordinate maintenance tasks, collaborate with internal and external stakeholders and manage work orders. Address equipment defects promptly to minimise production disruptions, provide inputs for process enhancement, and supervise apprentices as necessary.

Competency and Skill Requirements

- National Trade (N3) Certificate in Mechanical Fitting/ Fitting & Turning.
- Knowledge of Food Safety Certification Systems (e.g. ISO 9000, ISO 22 000, BRCGS, HACCP).
- Five (5) years relevant post-trade technical experience, of which two (2) years should be in a food processing plant.
- Driver's License (code B).

10. MILLWRIGHT

Role Summary

Ensure the safe and efficient operation of plant and equipment through electrical/electronic preventive and predictive maintenance activities, adhering to manufacturer guidelines. Conduct scheduled maintenance, installations, modifications, and repairs, encompassing electrical, electronic, and minor mechanical aspects. Undertake servicing, adjustment, testing, fault-finding, root cause failure analysis and repair of both mechanical and electronic systems and equipment to ensure optimal operation and performance.

Competency and Skill Requirements

- National Trade (N3) Certificate in Millwrighting or equivalent trade and level.
- Five (5) years relevant experience in both electrical and mechanical fields, of which two (2) should be in a food processing plant.

11. REFRIGERATION ARTISAN

Role Summary

Execute effective preventive and predictive maintenance on a R507 industrial refrigeration system as per equipment maintenance plan. Installation, repairs, and maintenance of refrigeration equipment including air conditioners and water coolers. Charging, starting up, shutting down, pumping down of refrigeration system. Oversee and ensure cold rooms' temperature is maintained within specified limits.

Competency and Skill Requirements

- National Trade (N3) Certificate in Air Conditioning and Refrigeration.
- Five (5) years relevant experience, preferably in a two-stage industrial refrigeration system.
- Knowledge of food safety certification systems (e.g. ISO 9000, ISO 22 000, BRCGS, HACCP).
- Driver's License (code B).



12. QUALITY ASSURANCE TECHNICIAN

Role Summary

Maintain quality standards and ensure adherence and compliance with processes and product standards and policies. Identify and address quality and hygiene issues in the assigned area, coordinating with feeder departments. Conduct pre-operational checks, gather daily inspection feedback, and prepare comprehensive QA reports, including hygiene and process control analyses, to ensure continuous improvement and compliance.

Competency and Skill Requirements

- A Bachelor's Degree in Food Technology/Agriculture/Environmental Studies/Natural Resources.
- Training in ISO 90001, HACCP and Food Safety essentials will be an added advantage.
- Three (3) years experience in the food processing industry.

13. CHIEF CLERK

Role Summary

Facilitate timely, accurate and efficient administration and processing of invoices, orders, and logistics-related documentation ensuring compliance with established procedures and a seamless administrative workflow. Load and process transactions on the company's ERP system, produce statistical reports and maintain an effective and up-to-date record-keeping system.

Competency and Skill Requirements

- National Diploma in Business Administration / Office Administration. A sales and Marketing qualification will be an added advantage.
- Five (5) years experience in an administration environment

14. SENIOR CLERK (2X)

Role Summary

Ensure the smooth functioning of administrative operations and contributing to the overall efficiency of the company's financial processes. Verify invoice accuracy, monitor debtors' credit limits in line with Head Office authorisation, and handle order and load advice received from logistics contractors using company's ERP system and Excel. Produce reports, and maintain a comprehensive and up-to-date record-keeping system.

Competency and Skill Requirements

- National Diploma in Business Administration / Office Administration or related fields. A Sales and Marketing qualification will be an added advantage
- Three (3) years experience in an administration environment.



15. LIVESTOCK PROCUREMENT SUPPORT CLERK

Role Summary

Responsible for producer registration, reconciliation of hoof purchase, direct deliveries, and administrative functions of the Livestock Procurement Department at the Abattoir.

Competency and Skill Requirements

- Grade 12 Certificate.
- Three (3) years experience in a relevant field.

To Apply: Please send your CV, cover letter and supporting documents to: rundurecruitment@meatco.com.na

Closing date: 28 August 2023

