

# VACANCY



**NAMIB POULTRY**

BECAUSE YOU DESERVE BETTER

## **MANAGER: QUALITY ASSURANCE** **PROCESSING PLANT / ADMINISTRATION**

Namib Poultry (Pty) Ltd is a fully integrated broiler/production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka.

Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

### **PRIMARY PURPOSE OF THE POSITION**

The primary purpose of the position will be to manage the Quality & Laundry departments effectively and productively.

The position will be responsible and/or expected off:

1. To lead the team of quality control professionals to monitor, evaluate, and improve processes to achieve consistent product excellence.
2. To supervise the operational activities of the laundry department and the laundry personnel.

To ensure that the poultry processing operations at Namib Poultry Industries adhere to the highest standards of quality assurance.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

- **Quality Assurance**

Ensure efficient Product Management and Development.

Ensure effect Quality Assurance Product & Processes.

Develop, implement, and maintain quality control standards and procedures to ensure compliance with industry regulations and company guidelines.

Ensure effect Quality Systems for food safety.

Identify Food Safety process plant and equipment advances.

Implement and maintain full FSSC 22000 & ISO compliant Export Status Quality Management System.

Ensure all Processes and Standard Operating Procedures are adhered to.

Proficient Customer Care. (Customer Complaints + Visitor Tours)

Oversee the inspection, testing, and sampling of raw materials, in-process products, and finished goods to ensure they meet defined quality standards.

Collaborate with cross-functional teams, including production, operations, and procurement, to address quality-related issues and implement corrective actions.

Develop and maintain documentation, including standard operating procedures, quality manuals, and reports.

Monitor and analyze data related to product quality, identifying trends and proposing solutions to address recurring issues.

- **Audit**

Conduct regular audits of production processes to identify areas for improvement and implement effective quality control measures.

Develop audit schedules and plans, outlining areas to be audited, scope, and objectives."

Lead and perform internal audits across departments to assess adherence to quality standards, regulatory requirements, and company policies.

"Coordinate with external auditors and regulatory agencies to ensure compliance with food safety and quality standards.

Engage with external auditors and regulatory bodies, coordinating and facilitating audits to demonstrate compliance and maintain certifications."

Analyze audit findings, identify areas for improvement, and recommend corrective actions to ensure compliance and best practices.

Collaborate with department heads to ensure timely implementation of corrective actions based on audit findings.

Keep abreast of industry trends and regulatory changes to ensure audits remain current and aligned with best practices.

Generate audit reports detailing findings, recommendations, and areas of excellence to drive continuous improvement efforts.

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[www.npi.com.na](http://www.npi.com.na)

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- **Laundry**  
Oversee the laundry department's operations, ensuring cleanliness, efficiency, and effective Laundry Operations.  
Develop and implement laundering protocols to maintain hygiene standards for PPE worn in various operational roles.  
Collaborate with laundry personnel to ensure compliance with laundry-related guidelines and procedures.  
Regularly inspect laundered items to ensure they meet established hygiene and quality criteria.
- **Training**  
Technical training on HACCP /VACCP /TACCP.  
Ensuring a comprehensive understanding of quality standards and procedures of all employees within the Processing Plant working with poultry product.  
Collaborate with production heads to identify specific training needs and develop tailored programs accordingly.  
Design and implement training programs that cover quality assurance protocols, food safety regulations, and best practices  
Monitor training effectiveness and make adjustments as necessary to ensure optimal comprehension and skill development.  
Stay updated with industry developments and incorporate relevant training methodologies and technologies.  
Foster a culture of continuous learning and improvement by promoting training opportunities and knowledge sharing.  
Identify Training Needs and Coordinate Training Systems.
- **General**  
Effective control over budget. (Compilation + Control of expenses)  
Stay up to date with industry developments, regulations, and best practices in quality assurance and food safety  
Drive continuous improvement initiatives to enhance the overall quality and efficiency of production processes.

## MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4) with the minimum requirements.
- A National Diploma (NQF 6) in BTech Food Technology and/or BSC Food Sciences and/or Microbiology, and/or Related Field.
- Five (5) years of proven experience in quality assurance management within the Poultry Processing Industry and/or Similar Field.
- Strong knowledge of food safety regulations, quality control standards, and procedures.
- Certification in Quality Management will be an added advantage.
- Fully computer literate. (MS Office Suites with advanced Excel)
- Namibian citizen or eligible for a Work Permit and/or Permanent Residence.
- Valid Code BE driver's license with own reliable transport.
- Highly proficient in written and spoken English with demonstrable business communication skills - Being bilingual will be an added advantage.
- Willing and able to work alternating shifts /overtime, alternating weekends, and on Public Holidays as and when required.

The company offers a competitive salary and market related employee benefits.  
Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.  
Candidates who qualify for the above position, should send a short CV to the HR department.

Email: [HRsalaries@npi.com.na](mailto:HRsalaries@npi.com.na)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.**

**CLOSING DATE FOR APPLICATIONS: 04<sup>th</sup> of September 2023**

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