

# VACANCY



## PRODUCTION MANAGER: PROCESSING PROCESSING PLANT / ADMINISTRATION

**NAMIB POULTRY**

BECAUSE YOU DESERVE BETTER

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 Operations Manager will be responsible for the comprehensive management, planning, and implementation of standard operating procedures within the poultry farming operations.

This includes overseeing production units, strategic planning, budgeting, production planning, and ensuring strict compliance with breed standards.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

#### • **Production Management**

Effective and cost-efficient management, planning, and execution of daily processing and production activities of the Abattoir in alignment with production schedules and targets.

Liaise with Farming Operations regarding the Weekly Slaughter Program and bird quality.

Liaison with Sales and Procurement re. Weekly Production Schedule (Fresh and Frozen)

Pro-active coordination of Production and Order Processing with Sales and Distribution depts.

Continuously monitor and adjust planned Production Schedule as and when required to ensure smooth workflow and timeously completion of tasks.

Allocate resources required by process in accordance with Authorised Labour Compliment

Determine and implement Best Practices and Standard Operating Procedures for production activities.

Maintain planned production outputs and targets and processing efficiencies.

Identify bottlenecks or inefficiencies and implement process improvements to enhance productivity.

Manage and control budgets related to processing.

#### • **Personnel Management**

Enforce adherence to and compliance with relevant Personnel Policies and Procedures

Lead, mentor, and motivate a team of processing staff, fostering a collaborative and productive work environment.

Maintain sound and healthy industrial relations conducive to a large Organisation environment.

Continuous Performance Management of line management and subordinate staff

Implement effective Personal Development Plan programs for key positions identified.

Maintain required shop-floor discipline in accordance with Disciplinary Code and Procedures

#### • **Resource Management**

Manage resources such as manpower, equipment, and materials to optimize production efficiency and minimize waste.

Collaborate with procurement and supply chain teams to ensure adequate availability of raw materials.

#### • **Process Improvement**

Identify opportunities for process enhancements, cost reduction, and increased efficiency, and work with cross-functional teams to implement these improvements.

Stay updated with industry trends, technological advancements, and best practices in processing to drive innovation and stay competitive.

#### • **Reporting and Documentation**

Maintain accurate production records, reports, and documentation related to processing activities

Prepare regular performance reports for senior management, highlighting key metrics and accomplishments.

#### • **Communication**

Foster clear and effective communication between processing teams and other departments, promoting a cohesive and collaborative work atmosphere.

#### • **Problem Solving**

Address operational challenges and troubleshoot issues as they arise, implementing timely and effective solutions.

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- **Quality Assurance**  
Enforce strict adherence to and compliance with all product standards and specifications through rigorous quality control checks and adherence to quality assurance protocols.  
Adhere to in-house TQM System standards, including all relevant documentation.  
Maintain required Housekeeping Standards in all areas of responsibility.  
Address any quality issues promptly, conduct root cause analysis, and implement corrective actions.  
Maintain required Food Safety Standards and practices in accordance with relevant audit criteria.
- **Safety and Compliance**  
Enforce adherence to and compliance with relevant SHE Policies and Procedures  
Uphold and enforce strict safety protocols, ensuring a safe working environment for all processing personnel.  
Ensure compliance with relevant industry regulations, company policies, and legal standards.  
Ensure a safe work environment with the correct prescribed PPE used at all times.
- **General**  
Motivate and submit Budgets for Operational and Capital Expenditure  
Complete Time Defined Outputs by due dates as agreed to  
Housekeeping is to be on standard at all times.  
Perform any ad hoc tasks as may be required and/or instructed by Senior Management

## MINIMUM QUALIFICATION AND EXPERIENCE

- Diploma / Degree in Animal Production
- Grade 12 (NQF 4)
- Diploma and/or degree in Production Management.
- Poultry Meat Examiners and/or Inspector Certificate.
- Management Development Program completed.
- Recognized advanced Food Safety training course completed. (HACCP /ISO /FSSC)
- Recognized OHS Incident and Accident Investigation training course completed.
- Advanced Industrial Relations training course completed.
- Ten (10) years of middle to senior management in an FMCG (food) processing and manufacturing environment.
- Strong leadership experience and/or skills with the ability to motivate and develop teams.
- Strong organizational skills with attention to detail and the ability to manage multiple priorities.
- Flexibility to adapt to changing circumstances in a dynamic production environment.
- High Understanding of quality control, safety standards, and regulatory compliance.
- Proficiency in using relevant software and tools for production management.
- Knowledge of MRP and ERP systems application will be highly advantageous.
- Namibian citizen or eligible to become a Namibian citizen.
- Highly proficient in English (verbal and written), being bilingual will be advantageous.
- Valid Code BE driver's license.
- Fully computer literate (Office/Word/Excel/Powerpoint)
- Willing and able to work overtime, weekends, and 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.**

**THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: PRODUCTION MANAGER: PROCESSING  
ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.**

**CLOSING DATE FOR APPLICATIONS: 04<sup>TH</sup> of March 2024**

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