



MEATCO

Namibia

VACANCY

COMPLIANCE COORDINATOR

JOB GRADE: C2

LOCATION: WINDHOEK ABATTOIR

Purpose of the Job

The Compliance Coordinator is responsible for the overall management and control of Quality and Food Safety Management Systems at plant level. This includes ensuring compliance with ISO 9001, SANS 10330 (HACCP), FSSC/BRCGS, FSIS, Halaal, and all applicable national and international regulations related to product safety, quality, and market requirements. The role oversees product compliance, system implementation, documentation control, and cross-functional communication with laboratories, regulatory bodies, and stakeholders.

Qualifications & Experience

- A Degree in Food Technology, Food Science, Agriculture, Animal Science or a related field.
- Minimum of three (3) years' experience in the Meat or Food Processing Industry.
- Proficient in Microsoft Office and report writing skills.
- Strong knowledge of Quality Assurance processes, HACCP, BRCGS and ISO family of standards.
- Excellent verbal and written communication skills (English essential; Afrikaans an advantage).
- Must be a Namibian citizen with a valid drivers' license.

Key Performance Areas

- Ensure effective implementation, monitoring and maintenance of Quality and Food Safety Management Systems (ISO, HACCP, BRCGS, FSIS).
- Oversee product sampling, testing, result verification and timely release of products according to market and regulatory requirements.
- Manage non-conformances and DVS findings, ensuring corrective actions are implemented and verified.
- Conduct traceability exercises, recall tests, and ensure calibration and certification compliance across all quality equipment.
- Monitor and manage stock levels, procurement processes, and maintenance of compliance equipment.
- Assist in budget preparation and ensure cost control and resource optimization within the division.
- Conduct competence evaluations for QA Officers and Technicians to ensure skill and compliance readiness.
- Maintain updated training and competence records for regulatory and audit purposes.
- Prepare monthly Microbiological report, combined report and product on hold report.
- Receive customer complaints and log on system for investigation.
- Conduct quality check on results & communicate any discrepancies for correction & liaise with laboratories.

Please note that only short-listed applicants will be contacted. Suitable candidates from Designated Groups are encouraged to apply.

Please Submit Your CV and supporting documents to:
erecruitment@meatco.com.na

CLOSING DATE

05 December 2025