



VACANCY: OPERATIONS INTERN / GRADUATE TRAINEE

Location: Walvis Bay

Company: Iyalago Food Assurance Consultants

Employment Type: Internship / Graduate Traineeship

Closing Date: 23 January 2026

ABOUT IYALAGO FOOD ASSURANCE CONSULTANTS

Iyalago Food Assurance Consultants is a leading Namibian consultancy specialising in food safety, hygiene, and quality assurance solutions. We work closely with clients across the food industry to ensure regulatory compliance, product safety, and continuous improvement.

Through our internship programme, we aim to mentor and equip graduates with practical skills, industry exposure, and professional development within the food safety and quality assurance environment.

ROLE PURPOSE

The Operations Intern / Graduate Trainee will support technical and administrative operations while gaining hands-on experience in food safety, quality assurance, training support, and office administration. The role is designed to develop industry-ready professionals for the food sector.

KEY PERFORMANCE AREAS (KPAs)

Technical Support

- Assist with water, fish, and swab sampling and interpretation of analysis results
- Support training of food handlers on basic food safety topics

- Assist with preparation and submission of frozen fish samples to testing laboratories
- Verify handheld thermometers and office scales prior to use
- Download and manage data from portable data loggers
- Assist with arranging calibration of measurement instruments
- Support consultants with preparation of training materials

Administrative Support

- Assist with printing and binding of training materials
- Prepare training certificates and meeting minutes
- Support stationery ordering and collection
- Assist with scanning and filing of receipts, invoices, and documentation
- Support social media content verification and creation with consultants
- Perform additional duties as assigned by managing consultants

MINIMUM REQUIREMENTS

- Degree in Food Science & Technology, Microbiology, Biotechnology, Fisheries, or a related field
- Strong numerical ability with high attention to detail
- Computer literate (Microsoft Office, Google tools, social media platforms)
- Proficiency in English (Afrikaans and Oshiwambo advantageous)
- Valid driver's licence (compulsory)

EXPERIENCE & ADDITIONAL REQUIREMENTS

- Exposure to PowerPoint, Excel, and Word
- Internship experience in a food processing environment (advantageous)
- Willingness to learn, adaptability, and initiative
- Creative and innovative approach to work

COMPETENCIES

- Strong communication and research skills

- Effective problem-solving and analytical thinking
- Good planning, organisation, and time management skills
- Ability to work independently and within a team
- High level of accuracy and persistence

APPLICATION INSTRUCTIONS

Applications must be submitted **exclusively via www.jobopportunities.net** and must include:

- A detailed cover letter
- A comprehensive CV
- Copies of relevant qualifications

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Please note that only shortlisted candidates will be contacted.

Applicants must be Namibian citizens or hold valid Namibian permanent residence permits.