

Address of Registered office:
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Vulindlela Heights
Mthatha
5099

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Mthatha
5099



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Email : Info@ntinga.org.za
Website : www.ntinga.org.za

External Advertisement Ref No: HRM/08/2026

Ntinga O.R. Tambo Development Agency SOC (Ltd), a municipal entity wholly owned by the O.R. Tambo District Municipality, invites applications from suitably qualified and experienced individuals to fill the following position.

HYGIENE & OPERATIONS OFFICER

POST TYPE: PERMANENT

GRADE C5 (PATERSON GRADING SYTEM)

LOCATION: MTHATHA

TOTAL REMUNERATION PACKAGE PER ANNUM : R520 400.90

Minimum Requirements :

- Matric / Grade 12 or NQF Level 4.
- National Diploma / Degree (NQF Level 6 / 7) in Food Science Microbiology or Environmental Health or relevant field.
- 2-5 years relevant experience.
- A valid code B/EB South African driver's license.

Special skills:

- Certification in food safety, hygiene management or related areas is desirable.
- Strong understanding of hygiene principles, practices and regulations.
- Excellent communications skills.
- Detail-oriented with strong organizational and problem-solving abilities.
- Ability to work independently and collaboratively in a dynamic environment, prioritizing tasks effectively to meet deadlines.

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Dr. N.T. Ndudane (Chairperson), Mr. T. Yako, Mr. S. Sentwa (CEO), Dr. S. Mancotywa, Mr. J. Sikhosana,
Mr. M.P. Madikiza, Ms. S. Ndondlwana (Company Secretary).

Key Performance Areas

- Develop and implement comprehensive hygiene policies and procedures specific to meat industry, ensure compliance and adherence to HACCP, Meat Safety Act, hygiene regulations, and animal welfare standards thereof.
- Maintain and enforce agreed standards for each until by conducting and managing monthly audits including periodic reviews of Hygiene Management System (HMS).
- Oversee Slaughterhouse operations i.e. daily slaughtering and meat processing activities to ensure smooth workflow and production continuity.
- Monitor and Optimize Abattoir operations to ensure efficient use of resources, minimize waste and maximize productivity.
- Coordinate staff supervision schedule, supervise, and train staff; motivation, and performance.
- Liaise with Slaughter Foreman to ensure smooth and uninterrupted running of the Abattoir operations.
- Report any incidents/environmental concerns to Abattoir Manager.
- Monitor and maintain accurate records (stock control) of livestock, meat products, packaging materials, and consumables.
- Monitor waste management practices and oversee proper disposal of offal and condemned material in compliance with environmental and health standards in accordance with relevant regulations and standards, thereby minimising the risk of contamination and pest infestation
- Implement quality control measures (Quality assurance) to guarantee safe, high-quality meat products.
- Oversee the cleaning and sanitation of the Abattoir, including equipment, facilities and personnel.
- Facilitate the taking of laboratory samples for analysis, interpretation and taking of Precautionary measures.
- Implement and monitor pest control measures to prevent infestations and ensure compliance with regulations.
- Respond promptly to hygiene - related concerns or complaints raised by customers / clients, investigating issues and implementing solutions to address them.
- Provide training and awareness programs for Abattoir staff on Hygiene, food safety and operational procedures.
- Maintain accurate and up-to-date records of hygiene, food safety, and operational activities.
- Participate in audit and inspections to ensure compliance with regulations and standards.
- Prepare operational reports for management, covering production, compliance, and efficiency metrics.
- Stay informed about emerging trends and best practices concerning hygiene and sanitation, incorporating new ideas into hygiene protocols as appropriate.
- Promote a culture of safety, efficiency, and innovation within the team

Application Process

Applications must be submitted using the application form for employment obtainable at www.ntingqa.org.za. Failure to complete the application form will result to your application not being considered. Applications not made on the official form will not be considered.

Applicants must submit

- Application form
- Cover letter
- Detailed CV with three (3) contactable references
- Certified ID copy, copy of driver's license and certified copies of qualification not older than three (3) months
- Applicants with foreign qualifications must attach proof of evaluation from SAQA.

Applications must be emailed to: recruitment@ntinga.org.za OR hand-delivered to:

No 5 Textile Road, Ntinga O.R. Tambo Development Agency, Office No. A2, Southernwood, Mthatha 5099 (popularly known as OR Tambo Hall).

Closing date: 02nd September 2026 @ 23h59

Late Applications will not be considered.

Employment Equity

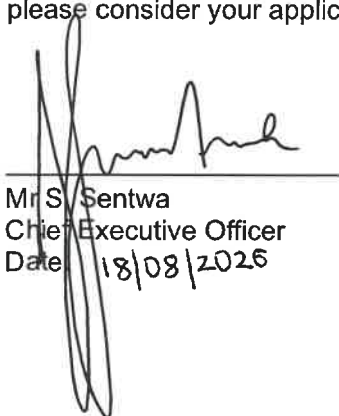
Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, Persons from previously disadvantaged groups and people living with disabilities are encouraged to apply.

The Employment Equity status of the Agency will be also considered in filling this position.

Enquiries: Ms O. Gangata at 047 495 0522.

Disclaimer: *The Entity reserves the right, in accordance with applicable governance frameworks, laws, and regulations, not to proceed with interviews or appointments should no suitable candidate be identified.*

Should you not receive any communication from us within 90 (ninety) days of the closing date, please consider your application unsuccessful.



Mr S. Sentwa
Chief Executive Officer
Date 18/08/2026