



JOB DESCRIPTION

Pattern Grader

Job Title:	Pattern Grader
Department/ Division/ Unit:	Design and pattern making.
Duty Station:	Windhoek
Reports to Position:	Specialist: Garment Design and pattern making.
Number of Direct Reports:	Patterns graded and samples cut report

PRIMARY PURPOSE OF THE JOB:

To reproduce the same wearing apparel in different sizes manually or using CAD software system.

JOB SPECIFICATIONS:

Minimum Educational Qualifications: Grade 12 Plus an appropriate Vocational Certificate in clothing design and production.

Minimum Experience Required: A minimum of 5 years working experience, of which a minimum of 2 years should have been in Garment Pattern Grading.

Special Requirements: Good understanding of fashion and patterns.

COMPETENCY PROFILE:

Incumbent needs to demonstrate the following Skills or Knowledge:

- An interest in fashion and trends.
- The ability to work faster and accurately in Pattern Grading and control.
- Good maths skills for measurements and calculations.
- Thorough and pay attention to detail.
- Problem-solving skills.
- Persistence and determination.
- Ability to work well with others.
- Planning and organisational skills
- Highly results oriented and self-driven
- Ability to work without supervision.

KEY PERFORMANCE AREAS:

1. Pattern digitising, grading and marking

- Digitise, grade and mark paper patterns for use in production.
- Control of basic garment patterns before grading.
- Generate grading rules out of size charts in liaison with pattern maker.
- Drafting patterns manually or using computer software program.
- Reviewing existing patterns to ensure that they are accurate and up to date.
- Grading patterns into different sizes per job card or order.
- Requisition of Pattern paper in liaison with the sample coordinator.
- Make sure all necessary notches are on all pattern pieces and corresponding.
- Make sure patterns are properly labelled with grain lines, style numbers and client
- Communicate all queries raised by machinists during garment construction and make sure the patterns are corrected before proceeding with further garment operations.
- Make sure all patterns are graded in time to meet deadlines.
- Responsible for basic and graded patterns for August 26 manufacturing.
- The Grader should make sure there are no delays in cutting orders due to unavailability of graded patterns.
- Grader to make sure all pattern pieces are attached to particular set of patterns.

2. Sample cutting

- The Pattern grader shall be responsible for all sample cutting in the department in liaison with the sample coordinator.
- To make sure the correct pattern is used and all the pieces are available.
- To lay and rate fabric for each sample and add a 10% to accommodate bigger sizes.
- To consider fabric design and grain lines during cutting of samples.
- To write the correct size on the cut panels for sample production.

3. Recording and Security of samples

- The Pattern grader shall be the custodian of all patterns of August 26 Manufacturing in liaison with the sample coordinator.
- All patterns to be recorded and sign off at any hand over take over points.
- The Grader shall keep a record of all patterns in and outside August 26 manufacturing plants.
- A file for grading rules shall be kept by the pattern grader.
- Housekeeping in the pattern room shall be the responsibility of the pattern grader.
- The Grader shall record daily departmental production and submit to production manager every morning of each day.

The Pattern grader shall perform any other duties as assigned by the head of department.

APPLICATIONS:

- Interested candidates who meet the requirements are invited to submit a Letter of application, Curriculum Vitae and certified copies to the following email address: hr@a26man.com.na
- Please note that only shortlisted candidates will be contacted.

CLOSING DATE OF APPLICATIONS:

31 July 2025