

# Job Description

<b>Job Title:</b> Farm Manager	<b>Job Grade:</b>
<b>Division:</b> Agricultural Production	<b>Location:</b>
<b>Reports to:</b>	<b>Immediate Subordinates:</b> Farm Supervisors, Biologists maintenance staff, laboratory staff & Workers
<b>Issue Date:</b> 10/10/2011	<b>Revision No.:</b>
<b>Author(s):</b>	<b>Revised by:</b>
<p><b><u>Job Summary:</u></b>            Managing successfully, competently and professionally the Lemna farm to produce the budgeted numbers of MT of wet mass and dry mass at the correct qualities and within the budgeted costs.</p>	
<p><b><u>Duties &amp; Responsibilities:</u></b></p> <p><b>1) Main Duties:</b></p> <ol style="list-style-type: none"> <li>a. Following and running the routine day to day Lemna Farm and bioreactors management according to the company SOP's, policy &amp; procedures.</li> <li>b. Efficiently utilize the farm staff in such a way that the bioreactors are attended round the clock.</li> <li>c. Participate with the farm staff in essential operations like cleaning operations, disinfection, weighing, yield estimations, fertilizer applications, pest control, QA, maintenance and harvesting.</li> <li>d. Anticipate &amp; solving the problems which may arise at the farm at any time.</li> <li>e. Ensuring the continuity of supplies by preparing requisitions &amp; purchase orders for materials on time.</li> <li>f. Ensuring the safety and maintenance of the facilities of the farm and company assets.</li> <li>g. Ensuring the timely applications of sanitations procedures at the farm.</li> <li>h. Ensuring that the workers and visitors do not violate the safety procedures adapted for bio-security and health control.</li> <li>i. Ensuring that all personnel working on the farm have proper documentation and permissions.</li> <li>j. Ensuring the welfare of the employees at the farm by following up the day to day requirements, housing, toilets, bath rooms and their maintenance.</li> <li>k. Acting as the first checker of the agriculture practices in action at the farm round the clock and make sure the bioreactors receives the best management to yield profitable results. These points will include, but not limit to, applying the right type of fertilizers according to the age bioreactor, monitoring weights, estimating yields, quality and pre-harvest parameters, environmental control.</li> <li>l. Achieving of budgeted number of bioreactors in quantity and quality, to be used as main criteria of farm performance.</li> </ol> <p><b>2) Administrative Duties:</b></p> <ol style="list-style-type: none"> <li>a. Preparing all daily reports, attendance, time sheets and physical farm records of each bioreactor &amp; transmitting them to the appropriate recipient on time.</li> <li>b. Assisting in developing &amp; evaluating staff to maximize their productivity and competence with on the job training where required.</li> <li>c. Assisting, co-operating, liaising closely with the area manager and keeping him abreast, on a daily basis, of the progress and performance of each bioreactor under direct responsibility.</li> </ol> <p><b>3) Related Procedures:</b></p> <ol style="list-style-type: none"> <li>a. Bioreactor SOP Procedures, finance procedures, HACCP.</li> </ol>	

**Job Requirements:**

**1) Educational Qualifications:**

**Bachelor Degree in Agricultural Engineering; preferably with masters in vegetable production or hydroponics.**

**2) Skills & Abilities:**

**Computer literate, Microsoft literate, people skills.**

**3) Experience:**

**Not required but preferably 3 years in field of hydroponics or aquatic plants agriculture.**

**Competencies & KPI's:**

**1) Competencies:**

a.

**2) KPI's:**

a. Cost MT of Dry weight of Lemna.

b. Final yield of Dry Matter per hectare.

c. Reduce waist of supplies.

d. Accuracy of reported weights, yield estimation and nutrition quality, versus actual results.

e. Staff well being, absences, accidents and rotation.