



The University of Zululand subscribes to the principles of the Employment Equity Act

FACULTY OF SCIENCE and AGRICULTURE

FARM MANAGER

POSITION NUMBER: SA31

GRADE 7

REFERENCE NUMBER: FSA2019/10/SA31

Responsible for the financial and physical performance of the farm which involves implementing the short and long term business plans of the University, and the conduction of research experiments on the farm.

KEY ACTIVITIES

1. Production Management

- Check that target for crops and animal production are met
- Monitored production against targets, and communicate results to the Head of Department
- Validate that pasture cover is accurately measured in a timely way, data is analyzed and used to make herd feeding decisions
- Check that spring rotation planner and other feed planning tools are used to assist in decision making
- Monitor any surplus/deficit is managed in a proactive way, any feed conservation requirements as agreed with Head of Department
- Monitor that all grazing residuals throughout the season meet with agreed farm targets
- Source required supplements as agreed with lecturers
- Maximise feed quality through appropriate use of inputs, including; nitrogen, irrigation, crops, other supplements as agreed with lecturers

2. Stakeholder Liaison

- Liaise with lecturers for up and coming practicals
- Liaise with the Head of Department regarding when to bring in stock for sell off purposes

- Work directly with lecturers to analyse requests and constructively provide feedback that meets requirements while leveraging farm management competencies
- Understand the technical aspects of agriculture and best practices
- Work directly with lecturers to test and develop technical requirements

3. Budget Maintenance

- Input into the preparation of the annual budget in order to meet strategic goals of the Department
- Monitor expenditure of funds to ensure that expenditure is aligned to the allocated budget
- Approve and sign all purchase requisitions as per delegation of authority and institutional policies and procedures

4. Health and Welfare

- Check that death rates for animals are minimised and are less than targets
- Confirm that planning requirements are completed prior to calving, mating and winter
- Monitor that plans are implemented in accordance to established practice
- Check that farm targets for calving, mating and wintering are met
- Deal with animal health issues through proactive identification and treatment of stock
- Monitor that all stock is managed and handled in a way that protects the welfare of the animals
- Administer animal health strategies as agreed with the Head of Department before being implemented
- Validate that stock records are up to date so that accurate reconciliations can be completed at any time
- Check that crop and pasture establishment is completed in a timely manner as agreed with the manager
- Check that no weeds reach flowering

5. Staff Management

- Actively participate in the recruitment of subordinates aligned to the operational plan
- Manage the performance of subordinates in accordance with the performance management policy and procedure and carry out bi-annual performance reviews
- Identify and advise on training and development needs, implementing plans to address requirements, as appropriate
- Monitor staff productivity, minimising absenteeism and overtime
- Allocate resources and direct staff in carrying out operations
- Discipline staff in accordance with institutional processes and procedures

- Advise, counsel and support staff
- Facilitate communication to subordinates through appropriate structures and systems
- Authorize leave submitted as per institutional policy

MINIMUM REQUIREMENTS

- Bachelor of Science in Agriculture or B-Tech in Agriculture
- Minimum 4 years' experience in a farming environment of which 2 years should be at supervisory level
- Project management experience would be advantageous
- Computer Literacy (Ms Word, Ms Excel, MS PowerPoint, MS Outlook)
- Understanding of academic structures and academic coordination.
- Budgeting & Financial Management

OTHER REQUIREMENTS

KNOWLEDGE

- Police and procedures
- MS Office, particularly PowerPoint and Word
- Farm management
- Budgeting and financial management
- Health and Safety Act

BEHAVIOUR / ATTRIBUTES

- Work Under Pressure
- Customer Focused
- Deadline driven
- Multi-tasking
- Attention to Detail

SKILLS

- Communication
- Interpersonal
- Organising
- Time Management
- Supervision
- Report writing

Closing date for applications: 27 October 2019

The University reserves the right not to make an appointment in the position as advertised.

To apply for this position please logon to PNET (www.pnet.co.za) and submit your application. **The University will not accept applications directly or through any other means.**

Candidates, who do not meet the minimum requirements, as per the document on the University website above, will not be considered and should not apply.

If you are not contacted within 2 months of the closing date, please consider your application unsuccessful.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity. While the University of Zululand strives for equal opportunities, preference will be given to suitable candidates, particularly females and people with disabilities, in terms of the University's employment equity policy

Kindly Note: **Communication will be entered into with shortlisted candidates only.**