

Farm Manager Scale 12 (XII) – 1 Post at Moi University

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Job Description

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Moi University is committed to providing quality education and services that meet the needs of its customers and stakeholders through quality and relevant teaching, research and community service and outreach.

Ref. MU/ADM/04/7/

The Farm Manager will be responsible to the Registrar (Administration, Planning & Strategy).

Duties and Responsibilities

The Farm Manager will be responsible for:-

administration of the farm functions;

managing and maintaining farm assets and finances;

ensuring security and safety of assets and personnel in the farm;

preparing monthly and yearly farm work plans, budgets and reports;

ensuring procurement of all the farm requirements in liaison with Procurement unit;

planning and implementing production targets of each farm enterprise;

ensuring that all the quality standards are maintained in the farm;

plan for Corporate Social Responsibility (CSR) activities for the Department;

marketing and selling farm produce;

implementing short- term agricultural training and outreach activities;

implementing the decisions of the farm committee and/or University Management:

ensuring that the farm units are economically viable; and

initiate formulation/review and implementation of farm policies and strategies.

Requirements for Direct Appointment

For appointment to this position, a candidate must:

have Master's degree in Animal Science or Agriculture or Horticulture or Agricultural Engineering or related field from a recognized university;

be registered with a relevant professional body;

have at least ten years' experience in managing a busy mixed farm enterprise;

have technical and practical competence in crop and livestock management;

be innovative and have strong budgeting, leadership, teamwork and supervisory skills;

have good understanding of the Public Procurement System and Government regulations related to farm activities; and

have demonstrable Information Communication Technology skills (attach evidence).

Requirements for Serving Officers

For appointment to this position, an officer must:

have Master's degree in Animal Science or Agriculture or Horticulture or Agricultural Engineering or related field from a recognized university;

be registered with a relevant professional body;

have served as Assistant Farm Manager, Grade 9/10 for a period of at least three years;

have shown merit and ability in performance and results;

have technical and practical competence in crop and livestock management;

be innovative and have strong budgeting, leadership, teamwork and supervisory skills;

have good understanding of the Public Procurement System and Government regulations related to farm sottvitiem and

have demonstrable Information Communication Technology skills (attach evidence).

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