**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# **1.** **JOB IDENTIFICATION**

## 1.1 Position Title: Farm Manager

## 1.2 Position Level: 7

## 1.3 Occupational Group: Administrative and Technical

## 1.4 College: College of Natural Resources

# **2.** **MAIN PURPOSE OF THE POSITION:** *(provide the main purpose of the job)*

* To manage the overall farms in the College

# **3.** **GENERAL ROLES AND RESPONSIBILITIES:** *(Use Representative Work Activities as provided in Position Directory)*

1. Analyzing existing operations, crops, livestock, and staff, and recommending improvements
2. Preparing plans and schedules for planting and harvesting while ensuring that the practical needs are met on time
3. Plan finances and production to maintain farm progress against budget parameters
4. Maintain and monitor the quality of yield, whether livestock or crops
5. Understand the implications of the weather and make contingency plans
6. Monitor animal health and welfare, including liaising with Animal Science Department
7. Maintain knowledge of pests and diseases and an understanding of how they spread and how to treat them, including liaising with the Agriculture Department
8. Ensuring seeds, fertilizers, feeds, and other supplies are regularly restocked.
9. Coordinate repairs, maintenance, and replacement of equipment and machinery.
10. Coordinating the marketing and sales of farm-produced goods such as grain, fruit, vegetables, dairy, etc.
11. Monitor and supervise the daily activities of the farm and farm attendant.
12. Ensuring all staff adheres to health and safety regulations.
13. Ensure that farm activities comply with government regulations
14. Protect the environment and maintain biodiversity
15. Keep financial records up to date
16. Keep sales records up to date
17. Handle various administrative work related to Farm
18. Carry out any work assigned by the supervisor

# **4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities)*

i. To monitor and work closely with the College Department in the coordination of all the farms in the College under the supervision of the President.

# **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide)*

**5.1 Education:**

* 1. **Education:**  B.Sc Agriculture
  2. **Experience**:*Nil*

**5.3 Knowledge Skills and Abilities:**

* Must have a basic knowledge of Farm Management
* Basic knowledge of computers and ICT
* Willingness to take up works/assignments positively.
* Good command of written and spoken Dzongkha as well as English.
* Knowledge of policies, rules, regulations, and procedures in particular policies on agricultural development
* A passion for agriculture.
* Excellent problem-solving, analytical, and critical thinking skills.
* The ability to make decisions in stressful environments.
* Superb communication and interpersonal skills.
* Willingness to work overtime as required.
* Good Communication skills