

# Job Description for Farm Administrator

Pandita Ramabai Mukti Mission, PRMM, is a Christian NGO (Non Govt Organization) committed to the empowerment of destitute women and children since 1889. Pandita Ramabai, the founder, purchased 205 acres of land at Kedgaon for making the ministry of PRMM self-sufficient for its food requirements.

We are currently looking for a capable farm administrator to join our team to:

- 1) pioneer specialized organic farming using a sustainable agri-business development model;
- 2) plan, schedule and execute, with our two resource managers, the annual production of grains and seasonal vegetables to feed 500 people in our residential care facilities;
- 3) market our surplus agricultural products for sale;
- 4) lead and empower our two resource managers and farm workers, in best practices to optimise land and water utilization, and sustainable agri-product development;
- 5) undertake farm health and safety, asset and supplies management
- 6) undertake farm operational reporting and communicate ideas of sustainable agri-business to our management and Board of Governors so necessary investment can be channeled to this part of our operations;
- 7) liaise with external experts/consultants on appropriate best practices to implement for improvement;
- 8) plan and execute our agri-tourism project for the local community and for our PRMM schools where 3000 students study;
- 9) plan a model farm as part of the Pandita Ramabai Green University initiative
- 10) be adaptive about working in a dryland agricultural environment and the challenges of this context, including climate change.

The applicant will be experienced in running a successful sustainable agri-business.

They will also have good self and relationship management skills based on biblical principles.

## Timings and Leave

The job will be from 9am to 6pm Monday to Saturday with Sunday off and 2 and half days off every month.

## Visa requirement for Expats

Volunteer Visa status needed, for one year at a time. Application for Visa will be supported by Invitation Letter from PRMM.