

Assistant Agricultural technical Manager Job Description

Direct Supervisor	Agricultural technical Manager	
Subordinates	- Maintenance Technician	
	- Nursery Specialist	
	- Worker	

Job Summary:

Responsible for monitoring the annual operating plans and budget and overseeing the operations of the different functions within the agricultural project, to achieve the anticipated growth and productivity targets within a smooth and effective process.

Duties and Responsibilities in Details

Participating in Formulating Policies, Goals and Proposing Strategies

- Participating in implementing and transforming policies, goals and plans into medium and short-term plans to ensure internal work development, productivity and quality increase
- Participating in estimated budget
- Participating developing work plan; assigning work activities and programs, monitoring workflow, reviewing and evaluating work methods and procedures.
- Ensuring that work activities are carried out according to the pre-set performance goals, and suggesting any necessary actions to the Agricultural technical Manager
- Conducting periodic meetings with subordinates to ensure that priorities are clear and workflow is running smoothly.

Executive and Technical Duties

- Conferring with Agricultural technical Manager to plan goals and strategies, developing organizational policies, coordinating functions and operations, and establishing responsibilities and procedures for attaining anticipated goals.
- Reviewing and directing the agricultural research and development process to ensure continuous development in production process and the quality of the products.
- Continuously monitoring the investigation process to find out the root cause behind any quality problems that arise during the agricultural process and directing the implementation of the required corrective actions to overcome these problems.
- Monitoring the irrigation operations to ensure that the required amount of water is available for the crops on time according to the operational plan.
- Ensuring that the applied technical issues such as maturity factor, shelf life and storing temperatures at cold store are well established and comply with the adopted standard.
- Continuously monitoring the agricultural project in terms of planted area to ensure achieving the targeted yield to fulfilling customers demand.
- Attending periodical meetings and providing information, data, reports and advice as required.

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General Administrative Duties

- Preparing periodic reports for activities and achievements to submitted to Agricultural technical Manager.
- Specifying manpower requirements according to the applied recruitment and selection and human resources planning practices.
- Following-up on employees' administrative affairs such as: vacations, leaves ...etc.
- Nominating a deputy to carry out the responsibilities of the position whenever the need arises.
- Performing other duties related to the job as assigned by the Agricultural technical Manager.

Job Specifications

Required Educational Level:

B.Sc. in Agriculture Science or related field, Postgraduate is a plus

Required Experience:

A minimum of 5 years experience.

Required Languages:

Proficiency in both written and spoken English languages

Required Competencies

Knowledge, Skills & Abilities:

- Professional knowledge in agriculture
- Professional knowledge strategic planning
- Professional knowledge in resources management
- Analytical, problem solving and decision making skills
- Visionary thinking
- Ability to manage people effectively
- Strong written and oral communication skills
- Basic computer skills

Personal Characteristics:

- Assertive
- Cost & quality awareness
- Decisiveness
- Institutional loyalty
- Proactive
- Problem solving

Required Training:

- Training course in Finance for non-finance managers.
- Training course in basics of quality principles
- Training courses in: -

Management of Meetings - Communication skills – Management by Objective – Creative Thinking – Employee Motivation – Creative Problem Solving - Basic computer skills