

## 綠田園基金

一個位於粉嶺的有機教育農場邀請熱心工作，且具多方面才能的人士加入我們的團隊。

### 農務幹事

#### 職務：

- 負責一個約 50 斗種的有機農場的每日工作，包括種植作物（蔬菜、果樹、稻米等）、照料動物、完成農地日誌、出售農產品，以及其他農場工作
- 安排並提供服務予社區園圃
- 計劃並執行建設、維修及園景工程
- 為各類教育活動提供支援
- 領導一小隊農務組同事完成工作
- 執行農場的各項政策及措施，支援機構的持續發展
- 定期及按需要提供文字報告

#### 要求：

- 具豐富本地耕種經驗，曾種植多類型作物
- 須親自下田工作，如具正規農業學歷及對農場動物（牛、羊等）有認識則更理想
- 熟悉各類農業工具、機械及灌溉系統
- 願意接受新技術及新挑戰
- 實幹、可靠、富經驗、負責任、主動積極、做事細心
- 具優異的管理、溝通及顧客服務技巧
- 中五或以上程度，最少 3 年工作經驗
- 需操作電腦，懂得使用一般文書系統、試算表、互聯網及其他
- 需具基本普通話及英語能力，最好懂客家語
- 每周工作 5 天，包括星期六、日及公眾假期

### 關於綠田園基金

一個非牟利慈善團體，於 1988 年由一群關心現代農業、關心人類環境的香港人所組成。我們在粉嶺鶴藪村後一個山谷裡建立了全港第一個有機教育農場，致力推廣有機耕種及綠色生活，以期能成為人類可持續文化的一部分。

### 申請方法

請瀏覽本會網頁（[www.producegreen.org.hk](http://www.producegreen.org.hk)）以了解本會工作。有興趣者請將應徵信連個人履歷、目前薪酬及要求待遇，寄往新界粉嶺鶴藪村 18 號綠田園基金行政組收，或電郵至 [recruitment201111@producegreen.org.hk](mailto:recruitment201111@producegreen.org.hk)。申請人所提供的資料將予保密並只作招聘有關職位用途。

## **PRODUCE GREEN FOUNDTION**

An education organic farm in Fanling is looking for enthusiastic and multi-skilled individuals for the following positions:

### **Farm Officer**

#### ***Responsibilities***

- Responsible for the day to day operation of an organic farm about 50 D.C. in area. Daily tasks include growing of crops (vegetables, fruits, rice and etc.), caring of animals, completing of farm log, selling of produce and other farming activities
- Arrange and provide services to the community gardeners
- Plan and execute construction, maintenance and landscaping works
- Provide assistance to various educational activities
- Lead a small team of colleagues in the Farm Section to complete duties
- Implement farm policy and strategy and provide support to the continuous development of the organization
- Provide written reports on a regular basis and when needed

#### ***Requirements***

- Solid local farming background and experience in wide range of crop growing
- Hands on field work is a must, formal agricultural qualification and knowledge on farm animals such as cows and goats is an advantage
- Familiar with various farm tools, machinery and irrigation systems
- Willing to accept new technologies and new challenges
- Practical, reliable, experienced, responsible, self-motivated and detail minded
- Excellent management, communication and customer service skills
- F.5 or above with minimum 3 years working experience
- Computer literacy in word processing, spreadsheets, internet and others
- Basic Putonghua and English is needed, Hakka is preferred
- 5 day work a week, including weekends and public holidays

#### **About Produce Green Foundation**

We are a non-profit charitable organization, established in 1988 by a group of local enthusiasts concerned about modern farming and the environment. We set up the first educational organic farm in Hong Kong at Hok Tau, Fanling. We promote organic farming and greener lifestyles so that they become part of a sustainable culture of humankind.

#### **How to Apply**

Please refer to our web site ([www.producegreen.org.hk](http://www.producegreen.org.hk)) for more detail about the organization. Interested parties please send application letter and full resume with current and expected salary to: Administration Officer, 18, Hok Tau Village, Fanling, N.T., or email to: [recruitment201111@producegreen.org.hk](mailto:recruitment201111@producegreen.org.hk). Personal data collected will be used for recruitment purposes only.