



## **PRODUCE GREEN FOUNDATION**

An education organic farm in Fanling is looking for enthusiastic and multi-skilled individuals for a project in Lai Chi Wo:

### **Farm Manager –Lai Chi Wo Project**

The farm manager will be responsible for the planning, management, operation, coordination, financial control and administration of activities for a farming and rural community revitalization project in Lai Chi Wo. He/she has to ensure the project is completed on time and within budget. He/she may also have a chance to work directly with the land and see visible results for his/her efforts. A sleeping quarter is provided when needed.

#### ***Responsibilities***

- Lead a small team to carry out daily tasks, including rehabilitation, crop growing (paddy, vegetables, fruits and etc.) and promotion and selling of the farm produce
- Plan and execute construction and maintenance works, including drainage system reconstruction, access maintenance, repair of farm equipment and machinery and etc.
- Provide assistance to various educational farming activities
- Maintain accurate financial and other records, prepare farm log and update farm blog
- Prepare progress and financial reports on a regular basis and when needed

#### ***Requirements***

- Effective project management, communication, interpersonal and team working skills
- Good administration and numeracy skills
- Solid local farming background with experience in growing wide range of crops
- Familiar with various farm tools, machinery and irrigation systems
- Willing to accept new methodologies and new challenges
- Practical, reliable, experienced, responsible, self-motivated and detail minded
- F.5 or above with minimum 3 years working experience
- Computer literacy in word processing, spreadsheets, internet and others
- Good command of both written and spoken Chinese and English
- 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.

### ***About the Lai Chi Wo Project***

A multi-year project which integrate the concepts of sustainable development, eco-agriculture and organic farming, freshwater and wetland habitat management and nature conservation through the implementation of a comprehensive training programme for all walks of life. It aims to achieve sustainability through the revitalization of a rural community in Hong Kong

### ***How to Apply***

Please refer to our web page ([www.producegreen.org.hk](http://www.producegreen.org.hk)) for more information about our 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 purpose only.