



## Office of Human Resource Director

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### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Central Farm Agriculture
<b>DEPARTMENT:</b>	Central Farm Agriculture
<b>REPORTING RELATIONSHIP:</b>	Vice President
<b>FUNCTIONAL RELATIONSHIP:</b>	Dean (FST), Dean (Student Affairs), Finance Director and HR Director
<b>SUPERVISES:</b>	Academic and Non-Academic Staff

### **SUMMARY OF RESPONSIBILITIES**

The Director has the overall leadership and responsibility for the efficient and effective management of the UB's Central Farm, one that is dedicated to the training of graduates in the area of Food and Agriculture and other practical/technical/professional training in the area of applied research and development and to outreach to support Belize's Agricultural Development.

The Director is the Chair of the Agriculture Department of the UB and will lead the development and execution of Food and Agricultural programs at the Certificate, Associate Degree, Bachelor and Post-graduate levels so as to advance the cause of Belizean Agriculture. The Director will ensure that the UB's Central Farm is maintained and operated as a living laboratory for the training of students in a practical, communal and entrepreneurial setting.

### **DUTIES AND RESPONSIBILITIES**

1. Through consultations with both external and internal stakeholders, develop/modify as needed, Certificate and Associate and Bachelor level programs in Applied Agriculture and associated areas with topics relevant to the needs of Belize and its changing environment, especially in technology usage, agribusiness, marketing, entrepreneurship, value addition, post-harvest technology and food technology, climate change, land use patterns including soil and water, biotechnology, food security, etc.

2. The Director will also encourage and promote applied research in all the areas mentioned above at the undergraduate and post graduate levels.
3. Treat with the efficient delivery of UB's Agriculture programs through assignment of teaching and other duties, timetables and class schedules, student advising, examination and other reporting matters.
4. Monitor and evaluate Faculty.
5. Mobilize resources for faculty development and training.
6. Enhance communication between faculty and staff through weekly meeting of faculty and technicians/staff so as to deal with production, student matters and the coordination of work and training programs, and to have monthly formal staff meetings.
7. Monitor and evaluate course delivery with emphasis on quality and relevance; work with the Quality Assurance (QA) Unit of UB to continuously improve graduates and their relevance.
8. Further develop and edit appropriate curriculum materials (workbooks) in support of effective course delivery.
9. Coordinate course work with farm and industry workplaces, as well as production, research and development activities on the farm.
10. Market the Agriculture programs and the "UB" brand by hosting visits from schools at both the primary and secondary levels, a comprehensive display at the Worlds Food Day Fair, UB Open Days and National Agriculture Trade Show (NATS) for example, and direct links with the farming communities. The marketing of UB's programs throughout the region especially the Caribbean will also be expected.

**The Director is also expected to develop a work plan with associated budget for the Central Farm so as to facilitate the execution of the following:**

1. Develop and manage the Farm to provide practical and relevant experience to students in areas of animal and crop production, soil and water engineering, mechanization, food processing, agri-business, marketing, micro propagated plants, aqua-culture etc. and to do so utilizing a model which generates net income.
2. Develop facilities and provide tools and equipment for workers to be able to perform their duties, monitor and evaluate staff at all levels on the campus based on performance.

3. Work with the Human Resource Director and the Vice President to align staff duties and responsibilities to the goals of the farm; develop an organizational structure for achieving such goals and create succession plans and invigorate the farm with new skills appropriate to a changing agricultural landscape.
4. Create a safe, aesthetic and student and staff friendly environment with enhanced infrastructure and facilities to enable study, social interaction and develop the skills required under the Applied Agriculture programs.
5. Work with relevant stakeholders including the Ministry of Agriculture to reach out to the communities and assist in the organization and development of small scale production systems for stable livelihoods and income generation activities among the indigent community members as an extension of campus based activities.
6. Collaborate with local and foreign based organizations and bodies for the continued development of the physical infrastructure of the Farm (integrate a sustainable system of farming, the agriculture program, research and development, and national and regional development initiatives in agriculture) and apply for funding to support both infrastructure development including buildings and laboratories, residences, staff facilities etc. and research and outreach.
7. Promote the “UB” and “Farm Fresh” brands.
8. Ensure an appropriate environment is in place for livestock production including animal health and waste disposal.
9. Steadily preparing the farm for natural disasters and other emergencies and research and outreach activities.

### **JOB QUALIFICATIONS/EXPERIENCES**

- Undergraduate and post graduate training in Agriculture or related area with relevant academic achievements and experience.
- At least 10 years working experience in production oriented agriculture with demonstrated experience in managing people, finances, infrastructure etc. preferably in a production setting.
- Research and Development experience in the general areas of Food and Agriculture with supporting publications.

- Educational leadership, management training and experience will be an asset.
- Experience in teaching at the tertiary level in areas such as crop and animal production, soil and water science/engineering, farm mechanization, marketing, food processing, agri-business and value chain development, rural development.
- Curriculum development, and project implementation, monitoring and evaluation, are additional skills which are very desirable.

### **SALARY**

- Compensation would be dependent on capacity and experience.