



# THE HILTONIAN SOCIETY NPC

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(Reg. No. 1928/001172/08)

(NPO Reg. 017-583 ● PBO No. 1811/13/2644)

## JOB ADVERT: FARM MANAGER

Employment Type: Full-time

### About The Hiltonian Society NPC

The Hiltonian Society NPC is a dynamic non-profit company committed to operational excellence and employee satisfaction. We provide a collaborative and supportive work environment that fosters growth and values each team member's contribution. We are currently looking for a dedicated and experienced Farm and Estate Manager to join our team. We are situated in Hilton, Kwazulu Natal.

### Job Overview

The position entails the efficient and effective management of our agricultural operations and estate infrastructure. This role is pivotal in ensuring the smooth running of livestock and wattle farming activities, maintaining estate facilities, and fostering strong communication between the Society and Valley residents.

### Key Responsibilities

#### 1. Agricultural Management – Livestock

- Oversee cattle and chicken operations, including purchasing, sales, and health management.
- Implement hygiene and inoculation programs.
- Maintain pastures and veld; negotiate firebreak agreements.
- Share fire season stand-by duties with Facilities & Estate Manager.
- Conduct routine maintenance of farm equipment and vehicles.
- Lead development projects related to farming activities.
- Serve as the first point of contact for suppliers, lessors, and customers.

#### 2. Agricultural Management – Wattle

- Manage planting, weeding, thinning, and harvesting operations.
- Coordinate with contractors and maintain delivery records.
- Ensure compliance with FSC certifications and firebreak protocols.
- Monitor and control pest infestations.

#### 3. Staff Management and Financial Administration

- Recruit, train, and manage farm and estate staff.
- Maintain accurate payroll and employee records.

- Coordinate with Finance for payroll budgeting and staff communications.
- Develop and manage the annual farm operations budget.
- Provide accurate financial reports for quarterly Estate Committee meetings.
- Handle orders, invoices, and financial documentation.

#### **4. Greater Estate Maintenance**

- Oversee repairs and maintenance of roads, fences, and alien plant control across the estate.

#### **5. Valley School Support**

- Liaise with Valley Crèche Coordinator regarding enrolment and financial needs.
- Provide labour support for school grounds and building maintenance.

#### **6. Village Communication & Infrastructure**

- Maintain open and effective communication between village residents and the Society.
- Manage and resolve issues between the village and the Society.
- Oversee maintenance of village infrastructure.
- Assist with the relocation of Valley residents to Howick West.

#### **Qualifications & Experience:**

- Proven experience in farm and estate management, including livestock and forestry.
- Strong leadership and communication skills.
- Financial acumen and experience with budgeting and reporting.
- Familiarity with agricultural best practices and compliance standards.
- Ability to manage diverse teams and coordinate with multiple stakeholders.

#### **What We Offer:**

- Competitive salary package.
- Opportunity to lead and innovate within a dynamic agricultural environment.
- Supportive community and working culture.

#### **To Apply:**

- Please complete your details on the attached form : <https://forms.office.com/r/YGf6zzVrFy>
- Please send your CV to Charlotte Cliff on [hadmin@hiltoncollege.com](mailto:hadmin@hiltoncollege.com).

#### **Application Deadline:**

Monday, 28 July 2025.

Hilton College is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.