

# JOB ADVERT

## Agri Administration Assistant Intern

**REPORTING TO:**

Principal Farmer

**JOB LOCATION:**

Thuthuwa – Close to Diepsloot

**EMPLOYMENT STATUS:**

Internship 12 Months contract

**START DATE:**

01 July 2026

### POSITION DESCRIPTION

**What is the overall purpose and objective of this position?**

To support the effective running of two small-scale vegetable production training farms through accurate, consistent, and timely collection, recording, and management of operational, agricultural, and student-related data.

This role bridges farm operations and administration, ensuring that all key activities are properly tracked to support decision-making, training outcomes, and financial sustainability.

### RESPONSIBILITIES & DUTIES

**List of tasks and responsibilities:****1. Data Collection & Record keeping**

- Maintain accurate daily, weekly, and monthly records for both farms
- Capture and update:
  - Planting schedules and crop cycles
  - Seedling production and transplanting records
  - Harvest quantities per crop and per student plot
  - Pest and disease occurrences (type, severity, actions taken)
  - Weather data (daily rainfall and temperature)
- Ensure all data is recorded in a consistent format (registers, spreadsheets, or digital tools)

## RESPONSIBILITIES & DUTIES (cont.)

### List of tasks and responsibilities:

#### 2. Student Administration & Monitoring

- Record daily student attendance and punctuality
- Maintain individual student performance records, including:
  - Plot management progress
  - Crop yields and quality
  - Participation in farm activities
  - Assist in compiling reports on student progress and programme outcomes

#### 3. Sales & Packshed Records

- Capture daily sales data from the packshed, including:
  - Product type and quantities sold
  - Prices and total income
  - Buyers/customers (where applicable)
- Maintain stock movement records (harvested vs packed vs sold)
- Assist with basic inventory tracking

#### 4. Financial Administration Support

- Record basic financial transactions for both farms:
  - Income from sales
  - Operational expenses (inputs, transport, etc.)
- Organize and file receipts, invoices, and supporting documents
- Assist in preparing simple financial summaries

#### 5. Agricultural Support Tasks

- Assist with:
  - Seed sowing data for seedling production
  - Transplanting seedlings data into student plots
  - Basic crop monitoring alongside field supervisors
- Support data collection directly in the field when needed

#### 6. Reporting & Data Quality Control

- Compile weekly and monthly summary reports
- Cross-check data for accuracy and completeness
- Identify missing or inconsistent records and correct them promptly
- Maintain well-organized filing systems (physical and/or digital)

## KNOWLEDGE & COMPETENCIES

### Education

#### Preferred Qualifications / Experience

- Background or interest in agriculture, agribusiness, or rural development
- Experience with data capture or administration (advantageous)
- Familiarity with small-scale farming operations (beneficial but not required)
- Must have never held a full-time position before.  
Preference will be given to candidates who have not previously participated in any learnership or internship programmes.

#### Personal Attributes

- Reliable and punctual
- Honest and trustworthy (handles sensitive data and money records)
- Willing to learn and take initiative
- Comfortable working in a practical farm environment
- Able to maintain focus on repetitive tasks without compromising quality

#### Key Competencies:

- Strong attention to detail and accuracy
- High level of consistency and discipline in routine tasks
- Basic numeracy and recordkeeping skills
- Ability to work both in an office and outdoors
- Good organizational and filing skills
- Basic computer literacy (Excel/Google Sheets preferred)
- Ability to follow systems and improve them where necessary

## HOW TO APPLY

Send your CV and Cover Letter to: [recruitment@rhizaholdings.co.za](mailto:recruitment@rhizaholdings.co.za)

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 14 May 2026