



# Terms of Reference

## 1ha Circular Farm Site Manager

17 December 2024

ICLEI Africa invites applications to participate in a project titled,  
“The Campus: A One Hectare Circular Farm & Learning Hub”

Application due: 12h00 on 22 January 2025

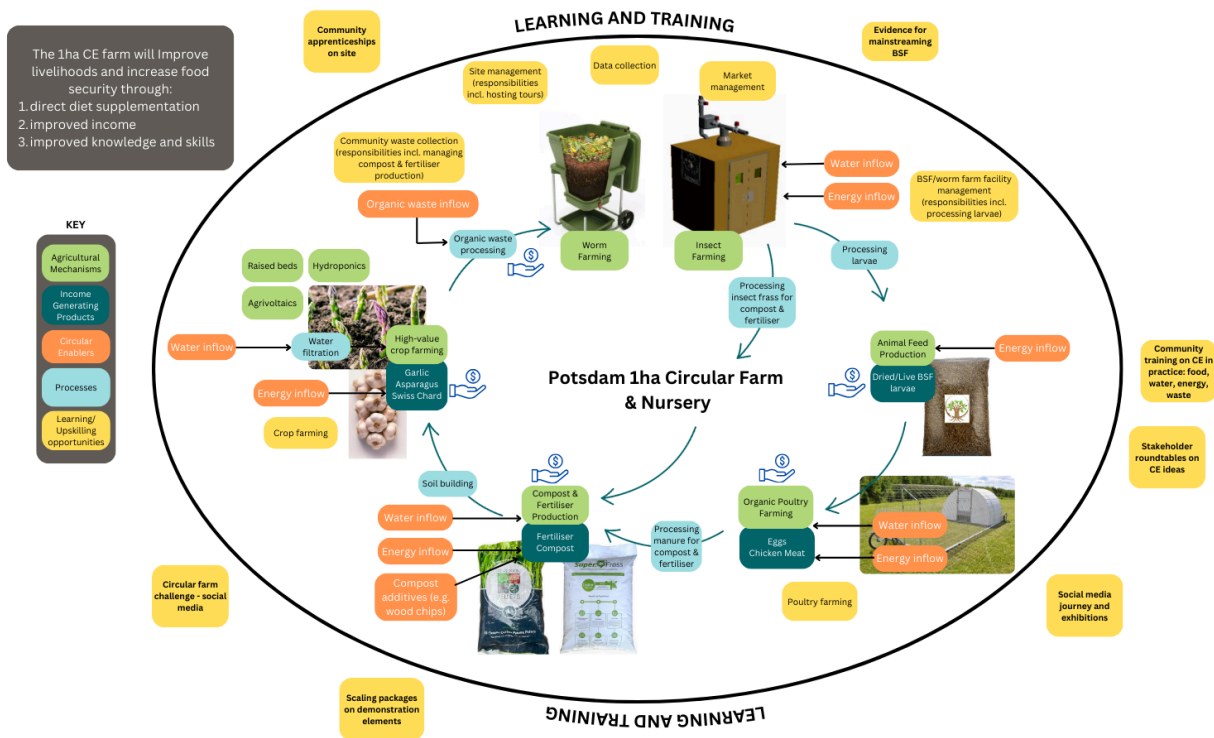
Work is expected to start 1 March 2025

Bids and technical queries can be sent to: [amy.murgatroyd@iclei.org](mailto:amy.murgatroyd@iclei.org) with  
[paul.currie@iclei.org](mailto:paul.currie@iclei.org) in cc.)

*ICLEI Africa reserves the right not to appoint a service provider in relation to this  
Terms of Reference (ToR).*

## Introduction

The Potsdam Sustainability Campus is an innovative project driven by the City of Cape Town and ICLEI Africa. This experimental project aims to encourage broad participation in testing and showcasing various agricultural practices at a local site, located along Potsdam Rd in Cape Town, South Africa. The project aims to demonstrate potential solutions that can improve livelihoods and promote environmental sustainability, benefiting the local community as well as encouraging broader adoption across the City. The initial focus of this project is on establishing a 1-hectare Circular Economy demonstration farm.



**Figure 1: 1ha Circular Economy Farming Model**

We are seeking a hands-on and reliable individual who will be responsible for the day-to-day management of the 1ha Circular Farm. We are offering the chance to be a part of an experimental project that could shift the way we do agriculture in South Africa! Given the experimental nature of this project, there is a strong need for innovative and unconventional thinking, with an emphasis on sustainability.

## Scope of work

- Manage the daily operation of the site.
- Community Engagement:
  - Facilitate site visits from external parties
  - Act as the point of contact for any community members wanting to know more about the site, or find out how they can get involved
- Training:
  - Manage basic trainings for farmers/community members
- Procurement & Stock Control:
  - Obtaining quotations taking guidance from the ICLEI Procurement Process
  - Sourcing and purchasing farming infrastructure and equipment locally
  - Sourcing and purchasing farming inputs (e.g. chicks, feed, black soldier fly larvae ect.)
  - Managing incoming and outgoing stock
- Manage the organic waste processing facility:
  - Operate and maintain the Black Soldier Fly facility (no prior experience required, training provided).
  - Manage the additional organic waste processing activities on site, including a compost heap, worm farm, and biodigester.
- Manage the production of fertiliser on site, using the worm tea, insect frass, digestate and chicken manure.
- Administration:
  - Record keeping, data collection, data management and reporting
  - Support in applying for accreditations and licences
  - Maintain health, safety, and environmental standards and regulations based on standard operating protocols
- Allotments:
  - Oversee an allotment programme on the 1ha farm
  - Option to farm on one of the allotments
- Maintenance, upcycling and repairs.

## Skills

- Experience with mixed-agriculture activities.
- Reliable and systematic person with a strong ability to work independently and take initiative.
- Good leadership, communication and conflict resolution skills.
- Excellent contextual understanding of the surrounding area and well-connected to the local community (Milnerton surrounds).
- Project management skills (managing timelines, budgets, reporting).
- Basic financial literacy (ability to manage a budget, ability to maintain a basic accounting sheet for the farm).

- Experience with procurement processes (sourcing locally manufactured goods, sourcing farming inputs).
- Experience in stock control (keeping records of incoming and outgoing stock).

### Requirements

- 5-10 years work experience in a similar role.
- A relevant diploma in a related field (business, administration, agriculture, circular development, sustainable development, social development, engineering) will be advantageous **OR** proof of extensive relevant experience.
- Demonstration of having managed an agriculture project would be advantageous.
- Evidence of running your own business would be advantageous.
- Fluency in English and isiXhosa required (Afrikaans additional benefit).
- Driver's licence.
- Computer literacy (Microsoft Excel, Microsoft Word, E-mail).
- Personal vehicle would be advantageous.

### Terms and conditions

- Working hours: 40 hours per week (Monday - Friday).
- Annual pay: R180,000 per year depending on skills and experience, with option to earn additional income through on-site farming activities.
- The contract will run until December 2026, with a 3 month probation period.
- Preference will be given to those living in Dunoon, Burgundy Estate, Parklands, Flamingo Vlei, Bothasig, Montague Gardens, Milnerton, Joe Slovo Park, Marconi Beam, Edgemead, Bloubergstrand, Table View, and other nearby suburbs.
- This position will be based on site, at the Potsdam 1ha Farm ([Potsdam Rd, Milnerton Rural, Cape Town, 7441](#)).

### Application

By email to [amy.murgatroyd@iclei.org](mailto:amy.murgatroyd@iclei.org), cc [paul.currie@iclei.org](mailto:paul.currie@iclei.org) with the title "1ha Circular Farm Site Manager Application".

Include all relevant documents:

- CV
- Proof of address
- A short motivation letter OR motivation video (2 minutes max) describing
  - 1) your interest in the project and
  - 2) why you think you will be a good fit for the job.
- Copy of ID
- Copy of Drivers Licence

## Selection Criteria

- Demonstrated understanding of the ToR and work required to deliver the assignment.
- Skills, experience and qualifications of the individual.
- Proximity to the 1ha Farm (Potsdam Rd, Milnerton, Cape Town).

## Timeline

Submission deadline: 22 January 2025, 12h00

Candidates notified: 7 February 2025

Work commences: 1 March 2025

*ICLEI Africa is committed to the pursuit of excellence, diversity and in achieving its gender, equity and development aspirations.*

**ICLEI Africa RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.**

*Please be aware if you do not hear any feedback, either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.*

