

Animal Production Coordinator	
Job Title:	Animal Production Coordinator
Reports to:	Manager Extension Services
Location	Embu
Direct Reports:	Dairy Farm Assistant

Job Purpose:

Responsible for coordinating the daily operations of the Dairy Farm Assistants, ensuring proper feed formulation, proper execution of extension services, ensuring implementation of best practices in animal husbandry, and managing the team to achieve the desired outcomes.

Key Duties and Responsibilities:

1. Animal Care and Management:

- Ensure proper feeding, watering, and general care of dairy cows according to the laid down Standard Operational Procedures.
- Monitor the implementation of best practices for cow and calf comfort and hygiene.
- Implement strategies to ensure regular monitoring of the health and behavior of cows.
- Ensure proper care for newborn calves, including feeding and health monitoring.

2. Feed Management and Delivery:

- Ensure proper formulation and delivery of TMR and concentrates to maintain optimal nutritional levels.
- Maintain accurate records of daily feed intake and adjust rations as necessary.

3. Milking Operations:

- Ensure the implementation of best practices in the milking process
- Monitor milk production levels and quality.

4. Record Keeping:

- Maintain accurate records of animal health, treatments, milk production, and feed consumption.
- Ensure timely and accurate input of data into farm management software.

5. Team Management:

- Provide leadership and guidance to the Dairy Farm Assistants.
- Foster a positive and productive work environment.

6. Perform any other duties as assigned from time to time

Key Result Areas:

- Timely formulation and delivery of TMR.
- Effective extension support.
- Accurate and timely record keeping.
- Timely submission of relevant reports.
- Effective team management

Knowledge and Skills Required:

- A minimum of Bachelor's Degree in Animal Production or related field.
- 2 years' experience in managing a dairy farm.
- Extensive knowledge of animal husbandry and dairy farming practices
- Strong understanding of environmental, animal welfare, milk quality, and dairy compliance requirements.
- Excellent observational and analytical skills
- Demonstrable supervisory and communication skills.
- Good interpersonal skills.
- Ability to use Microsoft word, excel and power point.

Application Process

Interested candidates should submit a resume, cover letter detailing their current and expected salary, and copies of academic testimonials, highlighting their experience and interest in the position, to **info@falconigc.co.ke** by **16th September, 2024**. Please include "Animal Production Coordinator Job Application" in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled.