

Job Title: Technical Field Assistant (1 Position)

Deadline to Apply 15 December 2025.

Location: Rusumo 16km from the boarder: Tanzania

Reports to: Operation Manager

Department: Operations

Job board subscription

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About SOUK Farms

SOUK Farms is one of Rwanda's leading growers and exporters of fresh horticultural produce. We specialize in high-quality exports to Europe and the Middle East, including chillies, fine beans, and avocados. We are committed to operational excellence, traceability, sustainability, and farmer inclusion at every stage of the value chain.

Position Overview

The Field Assistant plays a key supporting role in managing and strengthening the company's relationship with Outgrowers. The Field Assistant is responsible for conducting field visits, assisting Outgrowers in completing assigned agricultural tasks, collecting accurate data, and communicating relevant information to the employer. This role ensures that Outgrowers receive timely guidance, support, and follow-up to improve productivity, compliance, and overall output quality.

Key Responsibilities

1. Outgrower Support & Field Visits

- Conduct regular visits to Outgrowers to monitor crop growth, field activities, and adherence to best agricultural practices.
- Provide hands-on support to Outgrowers in implementing assigned tasks such as planting, spraying, weeding, harvesting, and post-harvest handling.
- Identify challenges faced by Outgrowers and promptly escalate issues that require technical or management intervention.
- Offer basic extension advice as trained or directed by the supervisor.

2. Data Collection & Reporting

- Collect accurate field-level data including crop performance, input usage, labour activities, and production estimates.
- Complete daily, weekly, and monthly field reports, submitting them within the required timelines.
- Maintain organized records of farm visits, farmer interactions, and field observations.
- Support in updating Outgrower databases and digital systems used for reporting.

3. Communication & Coordination

- Serve as the main link between Outgrowers and the company on routine operational matters.
- Provide timely and reliable information about Outgrower challenges, needs, and progress.
- Communicate instructions from supervisors to Outgrowers clearly and ensure understanding.
- Coordinate with Field Officers, Agronomists, and the Sourcing/Outgrower Manager to ensure smooth operations.

4. Compliance & Quality Assurance

- Ensure Outgrowers follow company standards, safety guidelines, and recommended agronomic practices.

- Monitor compliance with input application protocols, produce quality requirements, and traceability procedures.
- Report any cases of non-compliance, crop disease outbreak, pest incidence, or unusual field activity.

5. Support to Company Programs

- Assist in organizing training sessions, demonstrations, and field days for Outgrowers.
- Help distribute inputs, materials, and tools to Outgrowers as authorized.
- Support in mobilizing farmers for meetings, audits, or inspections.

Qualifications

1. Certificate or Diploma in Agriculture, Agronomy, Rural Development, or a related field.
2. Minimum of 1–2 years of experience working with smallholder farmers or in field-based agricultural operations.
3. Basic knowledge of crop production, field monitoring, and farming practices.
4. Strong interpersonal skills and ability to communicate with farmers and field teams.
5. Good reporting skills and proficiency in basic Microsoft Office and google forms.
6. Passion for agriculture and working directly with rural farming communities.

Competencies

1. Strong attention to detail.
2. Good problem-solving and observation skills.
3. Ability to work independently with minimal supervision in the field.
4. Reliable, honest, and able to build trust with farmers.
5. Willingness to travel frequently and work outdoors.

How to Apply:

Send your resume and a motivation letter to [_info@souk-ig.com](mailto:info@souk-ig.com), with the subject line containing: “Field Assistant – [Your Name]” by 15th December 2025.