



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 142
OSC Ref. C.6272¹⁴

26th June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the posts of **Landscape Attendant (LMO/TS 1) – (4 posts: 2 Vacant; 2 Not Vacant)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$9,405 - \$10,641 per week.

Job Purpose

Under the supervision of the Property Maintenance Officer, the Landscape Attendant maintains the gardens and landscape areas of Vale Royal, Jamaica House, the Office of the Prime Minister and the Western Region Office.

Key Responsibilities

- Transplants shrubs and plants;
- Mows and trims lawns;
- Irrigates, fertilizes, mulches, sprays and prunes shrubs, trees and potted plants;
- Weeds areas of the landscape;
- Maintains office plants and replenishes stock of plants in the Greenhouse;
- Undertakes general cleaning (sweeping, washing, raking, etc.) of the grounds;
- Assists with operating the tractor for the transport of cuttings and other garbage to garbage area;
- Prunes shrubs, edging trees and propagation of plants;
- Aerates soil, fertigation of foliage and soil;
- Operates turf equipment and implements;
- Applies pesticide to plants and soil.

Required Knowledge, Skills and Competencies

- Basic knowledge of landscaping and gardening
- Good interpersonal skills
- Good customer service skills
- Good oral and written communication skills
- Ability to operate basic gardening tools

Minimum Required Qualification and Experience

- Completion of secondary level education;
- One (1) year working experience in gardening.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th July, 2020 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer