



## 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. 4858<sup>38</sup>**

28<sup>th</sup> April, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Superintendent (SOG/ST 8) – (Not Vacant)** in the **Public Gardens Division, Ministry of Agriculture and Fisheries**, salary range \$2,457,386 – \$2,921,059 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Chief Technical Director, the incumbent manages the general operations of the Public Gardens Division and has the responsibility to plan, direct, implement, monitors and evaluate Government policies and programmes required for the successful development and maintenance of the Public Gardens.

### **Key Responsibilities**

#### **Management/Administrative**

- Formulates and implements Corporate Plan, Operational Plan and Budget for the Division;
- Develops Unit and Individual Work Plans for the Division;
- Prepares reports on the operations at the gardens and submits them to the Chief Technical Director;
- Develops and implements strategies, systems, and procedures for the efficient management and maintenance of all physical resources and facilities for which the Division has responsibilities;
- Plans operational and maintenance activities for implementation, to ensure efficient and effective use of resources and achievement of the Divisions objectives;
- Evaluates continually the performance of the gardens in terms of the achievements of the objectives and takes remedial action where necessary;
- Represents the Division/Ministry at meetings of the various Environmental Tourism and Horticultural Organisation;
- Recommends/approves bills for the procurement of materials, supplies, and the repairs of machinery and equipment etc for payment;
- Attends seminars and director's meeting to report on progress of projects in the gardens and to exchange information with other Directors;
- Manages plant, tools and equipment Inventory System
- Manages the Division Promotional and Marketing Activities
- Manages the Divisions special Horticultural, Agronomical and Botanical related projects;
- Manages plant sales and rentals programme;
- Manages plant collection programme;
- Manages Plant Rescue Center Programme;
- Manages the Divisions revenue;
- Co-ordinates the Nursery Activities throughout the Division;
- Co-ordinates Horticultural and Agronomical practices to support plant diversity.

#### **Technical/Professional**

- Identifies plans and designs projects and programmes for the development of the gardens;
- Collaborates with Universities/Colleges regarding the facilitation of research works by undergraduate and postgraduate students;
- Collaborates with Conservation Authorities, Universities, Botanic Gardens, Zoos and related Organizations to facilitate work and updates information on plant and animal conservation and the maintenance of biodiversity;
- Collaborates with Tourism interest/enterprises to develop strategies, systems and procedures, which will balance and maximize the Gardens and Scenic Avenue for tourism potentials;

- Provides information to the Ministry's staff and general public on principle, practices and issues in landscaping, garden management and environmental preservation;
- Co-ordinates activities for participation in Agricultural, Industrial and Flower shows and expositions throughout the country;
- Provides advice to farmers and disseminate updated information on ornamental Horticulture Development;
- Ensures that plants are labelled;
- Oversees the Management Agreement between the Ministry and Nature Preservation Foundation;
- Inspect gardens and scenic avenues and makes recommendations and maintenance and improvement;
- Identifies special features to be implemented in the gardens.

### **Human Resources**

- Designs, develops and implements systems and strategies to ensure the efficient and effective management and administration of all personnel in the Division;
- Identifies staffing needs and participates in the employment of new staff for the Division;
- Recommends transfer, promotion, termination and leave for staff;
- Monitors and evaluates the performance of direct reports, and initiates corrective action where necessary to improve performance;
- Ensures awareness of and adherence to the Staff Orders and Public Service Regulations as well as other HR policies and procedures the Ministry;
- Identifies training needs of staff and make recommendation for training intervention;
- Convenes regular staff meetings to discuss operation problems and take decisions on solutions;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Develops and implements a succession planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of their Division;
- Performs other related duties assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core**

- Excellent oral and written communication skills
- Excellent managerial skills
- Ability to lead and motivate staff
- Very good interpersonal skills
- Strong customer Relations skills
- Compliance
- Basic Project Management Skills
- Good Presentation Skills
- Initiative
- Integrity

#### **Functional/Technical**

- Sound knowledge of the Staff Orders, Public Service Regulations and other Government policies and procedures.
- Proficiency in the use of relevant computer applications.
- Good Human Resource Management skills.
- Good Knowledge of Horticultural and Agronomical practices
- Sound knowledge of record keeping
- Basic Knowledge of Botany
- Basic knowledge of report writing
- Good Knowledge of Budget Preparation

### **Minimum Required Qualification and Experience**

- BSc. Degree in Agricultural or Biological Science.
- Certificate in General Management for Senior Managers from Management Institute for National Development and other recognised Management Training Institute.
- Five (5) years' experience working in at least four (4) of the following areas:- Forestry, Agronomy, Livestock Management, Horticulture, Agricultural Engineering, Landscaping and Botany.

- Three (3) years' experience in a supervisory capacity within the Government or the Private Sector.

**Special Conditions Associated with the Job**

- May be required to work on weekends and Public Holidays.
- Required to work under adverse conditions (dust and water) on occasions.
- Subject to threats and abuses from staff and users of the gardens.

Applications accompanied by résumés should be submitted **no later than Tuesday, 11<sup>th</sup> May, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens,  
Kingston 6**

Email: [hrm@moa.gov.jm](mailto:hrm@moa.gov.jm)

**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.**



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