



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 76 **OSC Ref. C. 6210/S5¹⁹**

24th February, 2022

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 the vacant posts of **Gardener (LMO/TS 2) – (2 posts)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$10,254 – 11,602 per week.

Job Purpose

To ensure the proper maintenance of lawn and garden areas, tools and equipment, walkways and the car park.

Key Responsibilities

- Keeps facilities and surrounding areas free from trash, litter, debris and weeds on a daily basis;
- Executes Work Programme for resuscitation of lawns, pruning of shrubs and trees, the potting of plants;
- Mixes and applies fertilizer, pesticides, plant food to lawn and plant areas;
- Sanitizes and washes down walkways as required;
- Reports tools and equipment to be repaired;
- Collects solid waste for disposal and placement in receptacles;
- Mows, waters, and fertilizes lawns;
- Cleans and paints benches, poles and signs;
- Cleans and maintains equipment and materials;
- Follows applicable safety guidelines and procedures;
- Performs other duties as required.

Required Knowledge, Skills and Competencies

- Ability to work in a team
- Good organizing skills
- Good customer service skills
- Ability to work under pressure
- Basic reading and writing skills
- Knowledge of basic office etiquette
- Organizational awareness – knowledge of the role of the Ministry
- Proficient knowledge of maintaining lawns and grounds.
- Ability to use landscaping tools and equipment and apply plant chemicals using correct procedure
- Ability to follow verbal and written instructions
- Physically fit, strong, agile and dexterous

Minimum Required Qualification and Experience

- Certificate by HEART/NTA in landscaping, horticulture or related discipline
- Three (3) years experience in landscaping

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th March, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: recruitment@mfaft.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.

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**