



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 178**

**OSC Ref. C. 4858<sup>43</sup>**

**21<sup>st</sup> April, 2023**

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 **Senior Gardener (LMO/TS 4) – (Vacant)** in the **Public Gardens Division (Holland Bamboo, St. Elizabeth), Ministry of Agriculture and Fisheries**, salary range \$29,810 - \$40,092 per week.

### **Job Purpose**

Under the supervision of the Manager, Rural Gardens & Scenic Avenue (SOG/ST 5), the Senior Gardener (LMO/TS 4), is responsible for the weeding, pruning, watering as well as the general maintenance of the grounds, gardens, and the Facility in order to create a pleasant, safe and secure environment for internal and external clients. The incumbent is also required to lead a team of Gardeners in designing, creating and landscaping the Gardens and green spaces as well as performing a range of grounds maintenance duties.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the preparation of the Facility's Corporate, Operational Plans and Budget for the Division;
- Collaborates with the Manager, Rural Gardens & Scenic Avenues and writes a Master Garden Plan for the Gardens;
- Supervises the work of the Gardeners;
- Assists the Manager, Rural Gardens & Scenic Avenues in communicating with staff members about the policies, procedures, and regulations of the Ministry;
- Assists in the preparation of the Performance Appraisal Reports;
- Assists in the preparation of Work Plans and work sheets;
- Monitors the status of all buildings, fences, pools, and all other structure in the gardens and ensures that they remain in good condition;
- Monitors and maintains sanitation arrangements for the Facility;
- Participates in the preparation and submission of required reports;
- Participates in staff meetings/ briefings.

#### ***Technical/Professional:***

- Ensures that the Plant Nursery produces adequate and suitable plants for use in the Gardens;
- Monitors the Plant Collection Programme;
- Supervises garden-based Engagement Sessions by visitors on weekends;
- Assists with the training and monitoring of new staff and interns;
- Supervises and co-ordinates the preparation of plants for sale and rental;
- Assists members of the public with queries, problems, and incidents;
- Ensures all tools and equipment are used and maintained in keeping with proper health and safety practices and with the Maintenance Schedules;
- Maintains the aesthetics of the compound and the inner and outer areas of the property;
- Writes reports and updates records and schedules as required;
- Cuts and maintains lawns and verges;
- Deposits garbage as required;
- Disposes debris and garden waste e.g. cuttings from hedges;
- Organises storage rooms and ensures maintenance by Gardeners;
- Establishes and maintains flower beds;
- Prunes and maintains trees and hedges;
- Cleans and maintains sanitary facilities;
- Cleans and rakes walkways and gazebos;

- Maintains tanks and pond;
- Performs plant propagation activities;
- Controls pest and weed growth;
- Performs waste management activities;
- Performs plant and soil nutritional activities;
- Participates in promotional and outreach event activities;
- Participates in special horticultural and agronomical projects;
- Greets and welcomes visitors and maintains log;
- Collects plants, seeds, and other vegetative material;
- Maintains irrigation system;
- Operates and repairs small machinery, equipment, and tools;
- Liaises with the Operations/Facilities Manager to conduct general minor painting and decorating to Maintain Garden appearance;
- Liaises with the Operations/Facilities Manager to carry out general garden carpentry such as assembling and maintaining furniture, replacing handles and similar hardware;
- Identifies hazards, defects, and the need for repair to ensure compliance with safe working practices;
- Regularly inspect garden structures and undertaking minor repairs.

#### ***Human Resources:***

- Participates in the recruitment of staff for the Gardens and recommends promotion, termination and leave in accordance with established GOJ Human Resources policies and procedures;
- Ensures that staff members are aware of and adhere to the policies, procedures, and regulations of the Ministry;
- Provides leadership and guidance to direct reports through effective planning, delegating, communicating, training, mentoring, and coaching;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Gardens and Division;
- Manages the performance of direct reports consistently;
- Mentors, coaches, trains, appraises and rewards staff in keeping with GOJ guidelines;
- Performs any other related duties assigned from time to time.

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

##### ***Core:***

- Good oral and written communication skills
- Strong interpersonal skills
- Good leadership and team-building skills
- Good planning and organizing skills
- Good customer and quality focus skills
- Good people management skills
- Good problem-solving and decision-making skills

##### ***Technical:***

- Basic knowledge of the operations of the Government/Ministry's policies and regulations.
- Good knowledge of the Public Gardens' operations
- Good knowledge of Horticultural, landscaping, and garden maintenance
- Basic Human Resources Management skills
- Working knowledge of Botanical Gardens Management.

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

- Graduation from Ebony Park NCT/VET Level 2.
- Two (2) years' practical experience as a Gardener or Farm Assistant.

**OR**

- NVQJ Level 1/2 in Horticultural/Landscape/Turf Management from Ebony Park or equivalent.

**PLUS**

- Three (3) years' experience working as a Gardener in a Botanical Gardens or working as a Gardener or Farm Assistant.

### **Special Conditions Associated with the Job**

- Required to work under extreme conditions (sun, dust, and water) on occasions.
- Exposed to harassment, threats, and abuse from workers and hostile persons invading the compound seeking employment, caught stealing or vandalizing property, or from persons where animals are impounded for trespassing and damaging the property of the Division
- Exposure to chemicals
- Required to wear protective clothing and gears.
- Required to work under extreme conditions (sun, dust, and water) on occasions.
- Required to work in well vehicular traffic area.

Applications accompanied by résumés should be submitted **no later than Thursday, 4<sup>th</sup> May, 2023 to:**

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

**E-mail: [jobopportunities@moa.gov.jm](mailto:jobopportunities@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**