



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 213**  
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**11<sup>th</sup> May, 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 fill the following **vacant** posts in the **Ministry of Agriculture and Fisheries**:

1. **Manager, Rural Gardens and Scenic Avenue (SOG/ST 5) – Hope Gardens, St. Andrew**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Research Assistant (SOG/ST 4) – Hope Gardens, St. Andrew**, salary range \$2,478,125 - \$3,332,803 per annum.
3. **Collection and Disbursement Clerk (FMG/AC 2) – Castleton Botanical Garden, St. Mary**, salary range \$1,272,269 - \$1,711,060 per annum.
4. **Nursery Attendant (LMO/TS 2) – Hope Gardens, St. Andrew - (Two (2) posts)**, salary range \$16,481 - \$22,166 per week

1. **Manager, Rural Gardens and Scenic Avenue (SOG/ST 5)**

**Job Purpose**

Under the general direction of the Superintendent, Public Gardens & Zoo (SOG/ST 8), the Manager, Rural Gardens and Scenic Avenue (SOG/ST 5) is responsible for coordinating and managing the daily operations of the three locations (Bath Botanical Gardens, Fern Gully, Bamboo Grove) and thereby ensuring that the Public Gardens and Scenic Avenues are properly maintained and secured. The incumbent is also required to assist with on-going research and conservation activities and to ensure that visitors are welcomed, properly informed, and educated on as many aspects of the operations of the gardens and scenic avenues as required.

**Key Responsibilities**

***Management/Administrative:***

- Develops, in collaboration with the Superintendent, targets, objectives, activities, systems and procedures for effective management;
- Determines the day-to-day and long-term needs of the Gardens and Scenic Avenues and develops in conjunction with the Superintendent plans and operating methods;
- Provides leadership, direction, guidance, and support to staff;
- Prepares and implements Maintenance Schedules for mowing, pruning, weeding, irrigation, fertilizing, and pest control;
- Monitors budget and funds allocated to the Gardens by certifying expenditure;
- Certifies pay bills for submission to the Superintendent, Public Gardens & Zoo for approval;
- Prepares and submits Progress Reports on all activities in the Gardens and Scenic Avenues;
- Recommends the employment of additional staff where necessary;
- Monitors and maintains the Attendance Register;
- Maintains the Inventory and requests materials, supplies, and equipment for use in the Gardens;
- Monitors the performance targets/outputs of staff and ensures adherence to their Work Plans /Schedules;
- Provides guidance/advice to members of staff on organizational regulations/policies and guidelines;
- Ensures that all equipment and machines are operating properly and maintained in keeping with the Maintenance Schedules;
- Participates in the preparation of, Corporate, Operational Plans and Budget for the Branch;

- Prepares and submits Monthly Progress and other Reports for the Gardens and Scenic Avenues;
- Supervises the activities on work schedules;
- Attends and participates in staff meetings to discuss administrative matters, Work Plans, and the evaluation of work;
- Participates in the Plant Collection Programme;
- Co-ordinates the participation of the Gardens and Scenic Avenues in the Branch's special Horticultural and Agronomical Projects.

***Technical/Professional:***

- Co-ordinates the implementation of plant nutrition and integrated Pest Management Programmes at various locations;
- Co-ordinates the request for items, materials and equipment needed for the maintenance of the locations supervised;
- Develops, maintains, and reviews Standard Operating Procedures for Gardens and Scenic Avenues;
- Determines the day-to-day and long term needs of the Gardens and Scenic Avenues;
- Manages the operations of the various locations, reviews operating practices and procedures and implements improvements where necessary;
- Inspects and monitors the locations supervised to ensure adherence to agreed established standards;
- Collaborates with the Superintendent and personnel at Head Office in promoting services, programmes and activities for locations supervised;
- Monitors funds allocated by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Writes reports, letters, and briefs on various activities within the facility;
- Ensures that regulations and established procedures are correctly applied;
- Investigates complaints and operations generally and makes changes as required so that the services provided meet the needs of the clients;
- Keeps management informed by reviewing and analysing operations and writing special reports;
- Assists in identifying projects for development of the locations;
- Arranges for the conduct of guided tours of the Gardens and Scenic Avenues for schools, foreigners and local visitors and monitors tour guides operations;
- Ensures that all plant specimens are properly identified and labelled;
- Monitors the status of all plant specimens in the Gardens to determine the need for additional plant species and supervises their proper establishment and maintenance;
- Liaises with the Horticulturist and Botanist to implement best practices in the proper care of plants/lawns in the Gardens;
- Participates in identifying areas for research activities and co-ordinates and participates in research activities actively participates in the Plant Conservation Programme of the Public Gardens & Zoo Branch by establishing and maintaining rare and endangered native and endemic plants species;
- Plans and leads promotional activities at the Gardens and participates in others hosted by the Branch;
- Orders material, supplies and equipment as required and maintains appropriate records/inventory;
- Prepares Pay bills accurately and submits them on a fortnightly basis at least four (4) days before payday.
- Maintains the Waste Management and Irrigation systems;
- Executes general maintenance systems including organising maintenance of the landscaped areas;
- Manages Plant and Soil Nutrition Programme for the facility;
- Co-ordinates the Plants for Sale and Rental Programme according to Branch's Operational Plan;
- Builds relationships and organises outreach programmes to the community to promote the work of the facility and provides information on agricultural best practices;
- Participates in the Branch's Special Horticultural and Agronomical projects;
- Represents the Branch at meetings, conferences, and workshops.

***Human Resource:***

- 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 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 Branch;
- Manages the performance of direct reports consistently;
- Performs other related duties as directed by the Superintendent.

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

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

- Excellent management skills
- Excellent leadership skills
- Excellent people management skills
- Strong influencing and networking skills
- Strong interpersonal skills
- Good oral and written communication skills
- Good presentation skills
- Research, planning and organizing skills
- Strong team building and staff development skills
- Time management skills
- Conflict management skills
- Customer and quality focus skills
- Good problem solving and decision making skills
- Good analytical skills

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

- Knowledge of the policies and procedures of the Ministry
- Knowledge of the Staff Orders and related Government regulations, policies, and procedures.
- Proficiency in the use of relevant computer applications
- Sound knowledge of Horticultural, landscaping and garden maintenance
- Good knowledge of plant species
- Basic knowledge of procurement and inventory management
- Basic knowledge of waste management
- Basic knowledge of Botany
- Good knowledge of records keeping
- Good Human Resources Management skills
- Good knowledge of landscaping

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

- Bachelor's Degree Agriculture or related field from an accredited Institution.
  - Two (2) years' related experience
- OR**
- Graduate at Associate Degree
  - Four (4) years' related experience
- OR**
- Diploma in Agriculture /NVQJ Level 3 in Horticultural/ Landscape/ Turf Management from Ebony Park or equivalent from Knockalva/Elim/other accredited Institution.
  - Six (6) years' related experience.

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

- Required to work under extreme conditions (dust and water) on occasions.
- Exposed to harassment, threats and abuse from 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 Ministry.

## **2. Research Assistant (SOG/ST 4)**

Under the direction of the Botanist/Education Officer (SOG/ST 6), the Research Assistant (SOG/ST 4) is responsible for assisting in the development and implementation of botanical projects to enhance the primary roles of the Gardens and Scenic Avenues with emphasis on education, conservation and research.

### **Key Responsibilities**

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

- Assists with the co-ordinating conservational and maintenance of biodiversity activities;
- Provides botanical information to the public;
- Prepares and submits reports;
- Assists in the development of educational programs and materials;
- Assists in preparing and collating information for exhibitions and displays;
- Prepares materials for tours and Train Tour Guides;
- Assists in the preparation of scientific and technical papers;
- Implements Programmes for promoting/marketing the gardens and scenic avenues developed and implemented;
- Assists in managing data collection and field operations;
- Prepares and submits Unit Budget
- Contacts institutions and organizations to determine which delivers training.

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

- Assists with the development and execution of research programmes for the Branch;
- Assists in the maintenance of records of the botanic collection including scientific name, local name, location, origin, uses, etc.,
- Assists in the identification and labelling of all major plant specimens within the Gardens and Scenic Avenue;
- Conducts on a continuous basis, conservation and biodiversity activities and maintenance of plants, Gardens and Scenic Avenues; In collaboration with related Agencies
- Organizes and conducts guided tours of the Gardens for special interest groups and educational institutions;
- Assists with the taxonomy of plants in the Botanical Gardens;
- Conducts research on key plant species within the Botanical Gardens and Scenic Avenues;
- Conducts field work, including photography of habitats and selected plant species;
- Conducts literature research on plants;
- Assists with the conducting floristic surveys;
- Assists with the planning and organizing of displays and exhibits at Horticultural and Agricultural Shows, environmental and botanical expositions;
- Assists with developing educational programmes for promoting/marketing of the Gardens and Scenic Avenues.

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

#### **Core**

- Excellent oral and written communication skills;
- Good customer service and quality focus skills
- Excellent planning & organizing skills
- Good time management skills
- Ability to work in teams
- Compliance
- Ability to motivate staff
- Good problem solving and decision making skills
- Good conflict management skills
- High level of Integrity
- Good interpersonal skills
- Good presentation skills

#### **Functional/Technical**

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Good marketing skills
- Proficient in the use of research software and methodologies

- Proficiency in the use of relevant computer application
- Good knowledge of conservation and biodiversity activities
- Good Report writing skills

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

- Bachelor's Degree in Plant Science from an accredited Tertiary Institution with at least one (1) years' experience in Botanical Research.
- OR**
- Associate Degree in Natural Science from an accredited tertiary institution with at least three (3) years' experience in Botanical Research.

#### **Special Conditions Associated with The Job**

- Required to work under extreme conditions (dust and water) on occasions.
- May be exposed to harassment, threats, and abuse from workers.
- Extensive travelling in the execution of duties.

### **3. Collection and Disbursement Clerk (FMG/AC 2)**

#### **Job Purpose**

Under the direct supervision of the Facilities/Operations Manager (SOG/ST 5), the Collection & Disbursement Clerk (FMG/AC 2), is responsible for the safe custody and lodgment of all funds received and the maintenance of the Imprest System of petty cash at the Castleton Botanical Gardens and ensures that all vouchers are collected and maintained. The incumbent reports directly to the Superintendent to account for all monies collected on behalf of the Facility/Government.

#### **Key Responsibilities**

- Collects funds and prepares and issues receipts for cash and cheques collected;
- Assists in maintaining strict control over the access of persons to the Cashier area;
- Controls official receipts;
- Prepares lodgments for submission to Head Office;
- Posts and balances Cash Receipt Books;
- Maintains custody of cheques and valuables;
- Maintains Petty Cash Imprest making authorized petty cash payments and obtains petty cash reimbursements;
- Ensures that payees are advised whenever cheques are ready;
- Reconciles amounts collected;
- Manages the custody of cheques and other valuables;
- Prepares Reports/Revenue Statements;
- Prepares Payment vouchers (JVB);
- Prepares and issues receipts for cash and cheques collected (JVB);
- Maintain Petty Cash Imprest and obtains petty cash reimbursement;
- Inputs accounting data into the Accounting System (JVB);
- Performs other related duties that may be assigned from time to time.

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

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

- Good oral and written communications skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Ability to work on own initiative
- Integrity

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

- Good numerical skills
- Good knowledge of the GOJ/Ministry's Policies, Practices and Procedures
- Working knowledge of the operations of Government
- Good knowledge of Government Accounting Procedures and the Financial

- Administration and Audit Act (FAA Act) and associated regulations/legislations.
- Good knowledge of Government Accounting principles and practices.
- Working knowledge of Cash Management and security systems.
- Working knowledge in the use of spreadsheets and computerized accounting systems
- Proficiency in the use relevant computer applications
- Knowledge of internal controls

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

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-Secondary Certificate in Accounting, and in-service training courses in Government Accounting and Voucher Preparation are assets;

#### **Special Conditions Associated with The Job**

- Exposure to security risks associated with having custody of money.
- May be subject to corrupting influences.

### **4. Nursery Attendant (LMO/TS 2) – Two (2) posts**

#### **Job Purpose**

Under the direct supervision of the Nursery Supervisor (SOG/ST 3), the Nursery Attendant (LMO/TS 2) carries out the basic gardening activities and assists with the maintenance and preservation of the plants and Shade House and Ministry of Agriculture and Fisheries Head Office Compound.

#### **Key Responsibilities**

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

- Prepares potting mixture and assists with potting and transplanting of plants;
- Assists in propagating plants;
- Maintains Shade House Plants by fertilizing, planting, mulching and irrigating plants;
- Maintains the aesthetics of shade house plants and its environment by weeding and bushing;
- Ensures the watering and cleaning of plants in Offices;
- Assists with the preparation of plants for various functions;
- Establishes flower beds by lining, forking, fertilizing, planting, mulching and irrigating;
- Ensures the of beds, trees and hedges by pruning, irrigating, weeding, fertilizing and replanting;
- Sprays hedges, trees, and flower beds with pesticides;
- Cleans and maintains tools and equipment;
- Establishes flower bed;
- Assisted in propagating plants;
- Assisted with the preparation of plants for various functions;
- Performs any other related duties assigned.

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

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

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work well in a team
- Good customer and quality focus skills

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

- Knowledge of the Public Gardens rules/regulations/procedures
- Good gardening skills
- Basic knowledge of plant maintenance
- Basic knowledge of landscaping
- Basic propagating skills
- Basic knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- NVQJ Level 1 or 2 in General Agriculture/ Horticultural/ Landscape/ Turf Management from Ebony Park or equivalent from Knockalva/Elim
- At least one (1) year's work experience in gardening.

**Special Conditions Associated with The Job**

- Required to work under extreme conditions (sun, dust, and water) on occasions.
- Exposed to chemicals
- Required to wear protective gears.

Applications accompanied by résumés should be submitted **no later than Wednesday, 24<sup>rd</sup> May, 2023 to:**

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

Email: [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