



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 410**  
**OSC Ref. C.4858<sup>44</sup>**

**26<sup>th</sup> September, 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, Fisheries and Mining**:

1. **Research Assistant (SOG/ST 4), Public Gardens & Zoo Branch**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Landscape Supervisor (SOG/ST 3), Public Gardens & Zoo Branch**, salary range \$1,984,305 to \$2,668,670 per annum.
3. **Tour Guide (GMG/AM 1) (2 posts), Public Gardens & Zoo Branch – Castleton and Bath**, salary range \$1,272,136 to \$1,711,060 per annum.
4. **Gardener (LMO/TS 3), Public Gardens & Zoo Branch - Bath**, salary range \$20,081 - \$27,007 per week.
5. **Gardener Assistant (LMO/TS 2), Public Gardens & Zoo Branch - Bath**, salary range \$16,481 - \$22,166 per week.
6. **Landscape Attendant (LMO/TS 2), Public Gardens & Zoo Branch**, salary range \$16,481 - \$22,166 per week.

**1. Research Assistant (SOG/ST 4)**

**Job Purpose**

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 programmes 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.

**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;

- In collaboration with related Agencies, conducts on a continuous basis, conservation and biodiversity activities and maintenance of plants, Gardens and Scenic Avenues;
- 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 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
- Integrity
- Good interpersonal skills
- Good presentation skills

#### ***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 Condition 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.

## **2. Landscape Supervisor (SOG/ST 3)**

### **Job Purpose**

Under the direction of the Horticulturist/Agronomist (SOG/ST 6), the Landscape Supervisor (SOG/ST 3), performs landscape duties at the Head Office, within the Public Gardens as well as on income generating projects for private entities. This includes building and maintenance of the gardens, parks and other outdoor landscapes. The incumbent also utilizes landscaping techniques and equipment, power tools, small machinery, and hand tools to carry out landscape services and to ensure the proper handling of all materials. Additionally, he/she creates plans and designs; prepares models and cost estimates and meets with clients to discuss design and cost. There is also the requirement to supervise and co-ordinate the work of the Landscape Attendant and to design high quality landscape arrangements and provide optimum services for all related activities.

### **Key Responsibilities**

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

- Ensures that plants for landscaping are propagated according to horticultural standards;
- Supervises the establishing of lawns by mulching, aerating, weeding, grubbing and removing thatch, and trims around flower beds, walks, and walls;
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders;
- Plants seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, and shrubs, and applies mulch for protection, using gardening tools;
- Supervises the mowing of lawns, using power mowers and other gardening tools;
- Plants seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, and shrubs, and applies mulch for protection, using gardening tools;
- Provides landscape services to internal and external customers;
- Follows planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage;
- Attaches wires from planted trees to support stakes;
- Decorates gardens with stones and plants;
- Supervises the gathering and removal of litter;
- Spreads topsoil, and straw over seeded soil to hold soil in place;
- Plans and cultivates lawns and gardens and maintains irrigation systems;
- Supervises the pruning and trimming of trees, shrubs, and hedges, using shears, pruners, or chain saws and the raking, mulching, and composting of leaves;
- Trims and picks flowers and cleans flower beds;
- Waters lawns, trees, and plants, using portable sprinkler systems, hoses, or watering cans;
- Advises customers and staff on plant selection and care;
- Builds forms and mixes and pours cement to form garden borders;
- Installs rock gardens, ponds, decks, drainage systems, irrigation systems, retaining walls, fences, planters, and/or playground equipment;
- Maintains and repairs tools, equipment, and structures such as buildings, greenhouses, fences, and benches, using hand and power tools;
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features;
- Uses irrigation methods to adjust the amount of water consumption and to prevent waste;
- Cares for artificial turf fields, periodically removing the turf and replacing cushioning pads, and vacuuming and disinfecting the turf after use to prevent the growth of harmful bacteria;
- Identifies any equipment or supply needs to ensure team members have tools and supplies to complete assignments;
- Oversees the caring for natural turf fields, making sure the underlying soil has the required composition to allow proper drainage and to support the grasses used on the fields;
- Marks design boundaries, and paints natural and artificial turf fields with team logos and names before events;
- Operates powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, and pruning saws;
- Uses hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes;
- Conducts final inspection to ensure all landscaping objectives are met;
- Participates in the training of landscaping staff and customers.

**Management/Administrative**

- Participates in the development of work plans for the landscaping staff;
- Assists with special projects for the Branch;
- Prepares landscaping project documents;
- Monitors their work programs to ensure that work is carried out as planned;
- Ensures that agreed targets are met;
- Prepares monthly reports for submission to the Horticulturist/ Agronomist;
- Ensures that all processes, systems and controls are in place to enable the achievement of objectives;
- Provides guidance to staff on landscaping techniques.

**Human Resource**

- Provides leadership and guidance to staff supervised;
- Supports the Horticulturist/Agronomist in developing, maintaining and promoting a supportive work environment;
- Fosters a culture of team work;
- Identifies and addresses staff needs;
- Monitors and evaluates the performance of the Landscaping Attendants;
- Ensures that staff members are aware of and adhere to the procedures and guidelines governing the operations of the MOAF.

**Required Knowledge, Skills, and Competencies****Core**

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good reporting skills
- Good supervisory management skills
- Time management skills

**Technical:**

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Good landscaping knowledge
- Good knowledge of trees, shrubs, grasses, and flowers in the Public Gardens
- Ability to operate motorized and manual landscape equipment
- Knowledge of Botanical gardening and crop management
- Good knowledge of soil fertility and structure

**Minimum Required Qualification and Experience**

- Associate degree in General Agriculture or related field of study required  
**PLUS**
- One (1) year related experience  
**OR**
- NVQJ Level 3 in Horticultural/ Landscape/ Turf Management from Ebony Park or equivalent from Knockalva/Elim
- At least one year related experience

**Special Conditions Associated with The Job**

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

### **3. Tour Guide (GMG/AM 1)**

#### **Job Purpose**

Under the supervision of the Facilities/Operations Manager (SOG/ST 5), the Tour Guide (GMG/AM 1) is responsible for guiding visitors to the attraction by providing information and insights that help them make the most of the experience. There is also a requirement to keep up-to-date with new attractions that may be of interest to customers.

#### **Key Responsibilities**

- Meets and welcomes guests to the Gardens;
- Maintains Visitors' Log;
- Prepares and maintains tour routes within the Garden/ Scenic Avenue;
- Outlines the tour arrangements and timelines before beginning;
- Explains establishment processes and operations at Tour Sites;
- Conducts garden tours;
- Monitors visitors activities in order to ensure compliance with establishment or for Regulations and Safety practices;
- Provides for physical safety of groups performing such activities as providing first aid and directing emergency evacuation as necessary;
- Provides answers/information to guests in an engaging manner demonstrating knowledge of the facility and its products and services
- Promotes Gardens by distributing brochures and other promotional materials;
- Maintains linkages with Tour Operates and community stakeholders;
- Performs any other related duties assigned from time to time.

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

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

- Excellent customer and quality focus skills
- Excellent oral communication skills
- Good written communication skills
- Good presentation skills
- Strong interpersonal skills
- Planning and organizing skills
- Good time management skills
- Good problem solving and decision making skills
- Good conflict management skills

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

- Working knowledge of the Staff Orders and related Government regulations.
- Basic knowledge of the Branch's operations
- Excellent knowledge of plants, trees, seeds and other vegetative material in the Botanical Garden
- Ability to memorize and recite facts clearly and accurately.
- Basic computer skills.

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

- Graduation from Ebony Park NCT/VET Level 2
- OR**
- Secondary Education
- PLUS**
- Two (2) years' related experience
- Experience in public speaking would be an asset.

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

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

- Required to wear protective gears.

#### **4. Gardener (LMO/TS 3)**

##### **Job Purpose**

Under the supervision of the Senior Gardener (LMO/TS 4), the Gardener (LMO/TS 3) is responsible for the general maintenance of the Gardens and facility.

##### **Key Responsibilities**

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

- Cuts and maintains lawns and verges;
- 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;
- Carries out Plant Propagation activities;
- Controls pest and weed growth;
- Carries out waste management activities;
- Carries out plant and soil nutritional activities;
- Assists in establishing and maintaining compost;
- Participates in promotional and outreach event activities;
- Participates in Special horticultural and agronomical project;
- Greets and welcome visitors;
- Collects plant, seed and other vegetative material;
- Prepares plants for sales and rental;
- Performs any other related duties assigned from time to time.

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

###### ***Core***

- Good oral communication skills
- Good written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good teamwork and cooperation skills

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

- Sound knowledge of Landscaping, lawn and garden maintenance
- Basic knowledge of Branch's operations

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

- Graduate from Ebony Park NCT/VET Level I, At least 1 year practical experience as a Gardener or Farm Assistant
- OR**
- Secondary education with two (2) years' experience working as a gardener in a Botanic garden or Farm Assistant

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

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

## **5. Gardener Assistant (LMO/TS 2)**

### **Job Purpose**

Under the supervision of the Senior Gardener (LMO/TS 4), the Gardener Assistant (LMO/TS 2) is responsible for the general maintenance of the Gardens and facility.

### **Key Responsibilities**

- Assists in establishing flower beds by lining, forking, planting and mulching;
- Assists with the maintenance of landscape and garden areas by watering, weeding, fertilizing and mulching;
- Prunes trees and shrubs;
- Cleans and rakes lawns, walkways and gazebos;
- Cleans and maintains sanitary facilities;
- Maintains hedges and verges;
- Carries out other general maintenance activities of the facilities;
- Carries out pest and weed control activities;
- Collects plant seed, other vegetative planting material collection activities;
- Maintains plant labels and garden signage;
- Carries out preparation activities for promotional and outreach events;
- Carries out special Horticultural and agronomical activities;
- Prepares plants for sales, rental and display;
- Maintains plant labels and garden signage;
- Disposes of garbage;
- Assists in the construction and maintenance of compost bins;
- Propagates plants;
- Prepares soil media and carry out other nursery activities.

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

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

- Good oral and written communication skills
- Good interpersonal skills
- Good teamwork and cooperation skills
- Strong customer and quality focus skills

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

- Sound knowledge of lawn and garden maintenance
- Basic knowledge of landscaping
- Sound knowledge of tools and equipment maintenance
- Basic knowledge of Branch's operations

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

- Secondary education with one (1) year experience working as a gardener in a Botanic garden
- OR**
- Secondary education with two (2) years' experience 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 chemicals
- Required to wear protective gears.

## **6. Landscape Attendant (LMO/TS 2)**

### **Job Purpose**

Under the supervision of the Landscape Supervisor (SOG/ST 3), the Landscape Attendant (LMO/TS 2) provides support in landscape maintenance duties and related activities at the Head Office, within the Public Gardens and on income generating projects for private entities. The duties include ensuring plant growth, cleaning outdoor facilities and trimming overgrown hedges.

### **Key Responsibilities**

- Assists in the development of Landscaping Plans;
- Performs duties such as cutting grass, raking leaves, laying mulch and other physical activities;
- Assists in cleaning outdoor facilities;
- Propagates and nurtures plants for landscaping purposes;
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders;
- Follows established work zone rotations to accomplish assigned tasks;
- Cleans equipment and tools after use and provides a safe area;
- Acts as a first responder for Health and Weather-related emergencies;
- Completes cleaning and inventory duties as delegated by the supervisor;
- Maintains all turf and landscape areas as directed by the supervisor;
- Makes the necessary arrangements and preparations for external events;
- Transplants shrubs and plants;
- Mows and trims lawns;
- Weeds areas of the landscape;
- Maintains office plants;
- Undertakes general cleaning (sweeping, washing, raking, etc.) of the grounds;
- Aerates soil and the fertilization of foliage and soil;
- Maintains plants by planting, transplanting, cultivating and irrigating;
- Performs any other related functions assigned from time to time.

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

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

- Good interpersonal skills
- Good customer service and quality focus skills
- Good oral and written communication skills
- Good use of initiative
- Good teamwork and co-operation
- Good planning and organizing skills

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

- Knowledge of the operations of the Ministry's policies and procedures
- Working knowledge landscaping and gardening
- Good knowledge of crop mulching and other plant care activities
- Good knowledge of soil fertility
- Ability to operate basic gardening tools

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

- NVQJ Level 1/2 in General Agriculture/ Horticultural/ Landscape/ Turf Management from Ebony Park or equivalent from Knockalva/Elim/
- At least one 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 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 Branch;
- Exposed to chemicals, so required to wear protective gears.



Applications accompanied by résumés should be submitted **no later than Monday, 12<sup>th</sup> October 2023 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
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