



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 103

OSC Ref. C.4858⁴⁸

21st February, 2024

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 **Public Gardens and Zoo Branch (Rural Gardens and Scenic Avenues, (Fern Gully, St. Ann), Ministry of Agriculture, Fisheries and Mining:**

1. **Senior Gardener (LMO/TS 4)**, salary range \$29,810 - \$40,092. per week.
2. **Gardener Assistant (LMO/TS 2)**, salary range \$16,481 - 22,166 per week.

1. **Senior Gardener (LMO/TS 4)**

Job Purpose

Under the supervision of the Manager, Rural Gardens and Scenic Avenue (SOG/ST 5), the Senior Gardener (LMO/TS 4) is responsible for the general maintenance of the Gardens and Facility.

Key Responsibilities

Management/Administrative:

- Collaborates with the Manager, Rural Gardens and Scenic Avenue and writes a Master Garden Plan for the Gardens;
- Supervises the work of the Gardeners;
- Assists the Manager, Rural Gardens and Scenic Avenue with communicating to staff members 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 repair;
- Monitors and maintains sanitation arrangements for the facility;
- Participates in the preparation and submission of required reports;
- Participates in staff meetings/ briefings;
- Supervises the preparation of plants for sales and rental;
- Participates in the training of staff.

Technical/Professional:

- Ensures that the Plant Nursery produces adequate and suitable plants for use in the Gardens;
- Monitors the plant collection programme;
- Supervises and co-ordinates the preparation of plants for sales and rental;
- Ensures that all equipment and machines are operating properly and maintained in keeping 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 of debris and garden waste e.g. cuttings from hedges;
- 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.

Human Resource:

- Participates in the recruitment of staff for the Gardens and recommends promotion, termination and leave in accordance with established GOJ Human Resource 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 the direct reports through effective planning, delegating, communicating, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch/Section 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;
- Mentors, coaches, trains, appraises and rewards staff in keeping with GOJ guidelines;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong interpersonal skills
- Strong team building and staff development skills
- Planning and organizing skills
- Customer and quality focus skills
- Good time management skills
- Good problem solving and decision making skills
- Good conflict management skills

Technical:

- Knowledge of the Staff Orders and related Government regulations
- Basic knowledge of the Branch's 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 from Knockalva/Elim;
- 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 Branch;
- Exposed to chemicals;
- Required to wear protective gears.

2. 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;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

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

Functional/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 Condition Associated with the Job

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

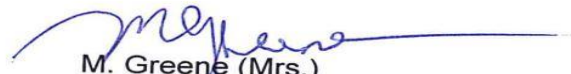
Applications accompanied by résumés should be submitted **no later than Tuesday 5th March, 2024 to:**

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

Email: 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.



M. Greene (Mrs.)
for Chief Personnel Officer