



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 74 **OSC Ref. C.4858⁴⁷**

8th 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 (Bath Botanical Gardens, St. Thomas), Ministry of Agriculture, Fisheries and Mining**:

1. **Tour Guide (GMG/AM 1)**, salary range \$1,272,269 - \$1,711,060 per annum.
2. **Gardener (LMO/TS 3)**, salary range \$20,081 - \$27,007 per week.
3. **Gardener Assistant (LMO/TS 2)**, salary range \$16,481 - 22,166 per week.

1. 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 tour 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 Operators and community stakeholders;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent customer and quality focus skills
- Excellent oral and written communication skills
- Good presentation skills
- Strong interpersonal skills
- Excellent 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 Two (2); **OR**
- Secondary Education;
- Two (2) years' related experience;
- Experience in public speaking would be an asset.

Special Condition Associated with the Job

- Required to work under extreme conditions (sun, dust and water) on occasions.

2. 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

- 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 plants, seeds and other vegetative materials;
- Prepares plants for sales and rental;
- 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 customer and quality focus skills
- Good teamwork and co-operation skills

Functional/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 one (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.

3. 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.

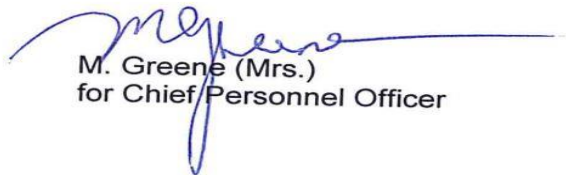
Applications accompanied by résumés should be submitted **no later than Thursday 22nd February, 2024 to:**

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