



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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10th March, 2025

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 following **not vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Manager, Rural Gardens & Scenic Avenue (SOG/ST 5) - Public Gardens & Zoo Branch (Bath Botanical Gardens, St. Thomas)**, salary range \$3,501,526 – \$4,709,163 per annum.
2. **Payment Officer (FMG/AT 2) - Finance and Accounts Division (Hope Gardens, Kingston)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Manager, Rural Gardens & Scenic Avenue (SOG/ST 5) - Public Gardens & Zoo Branch

Job Purpose

Under the general direction of the Superintendent, Public Gardens & Zoo, the Manager, Rural Gardens and Scenic Avenue 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 ongoing 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 in Agriculture or related field from an accredited institution.
- Two (2) years' related experience

OR

- Associate Degree in Agriculture or related field from an accredited institution.
- 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. Payment Officer (FMG/AT 2) - Finance and Accounts

Job Purpose

Under the direct supervision of the Payment Supervisor, the Payment Officer, is responsible for:

- Performing relief Cashier functions
- Preparing and inserting payment vouchers
- Preparing and issuing Contractor Levy certificates for all heads of estimates, Jamaica Dairy Development Board (JDDB) and Deposit
- Maintaining cash books, accounting records and files
- Preparing ad hoc/specific reports
- Preparing Direct Debit advices.

Key Responsibilities

Technical/Professional

- Assists with preparing and issuing receipts for cash and cheques collected, ensuring that the amounts received are correct and receipts are properly drawn;
- Assists with lodging amounts received to the appropriate bank accounts;
- Assists with updating and balancing cash revenue books on a daily basis;
- Issues cheques to individuals, upon presentation of proper identification;
- Prepares/Inserts payment vouchers on FinMan system for all heads of estimates and Deposit;
- Updates and maintains cash book for Jamaica Dairy Development Board (JDDB);
- Prepares Funds Transfer Report and submits within agreed timeframe;
- Prepares and issues certificates for Contractor's Levy;
- Updates and maintains register for Contractor's Levy;
- Assists with updating the Tracking System;
- Assists with filing and dispatch of vouchers to the Voucher Room;
- Prepares Direct Debit Advices and emails to Tax Administration Jamaica (TAJ) for specific electronic transfers.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on your own initiative

Technical:

- Knowledge of the FAA Act, other associated legislation, Circulars, directives, bulletins
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ's Payment Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA – CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Friday, 21st March, 2025 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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**