



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 362 **OSC Ref. C. 4858⁵⁴**

5th December, 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 fill the following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Administrator (GMG/AM 3) – (Hope Gardens, Kingston)**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Tour Guide (GMG/AM 1) – (Castleton Botanical Gardens)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. **Administrator (GMG/AM 3)**

Job Purpose

Under the direction of the Superintendent, Public Gardens & Zoo, the Administrator (GMG/AM 3) is responsible for the provision of high-level administrative, personnel and accounting support to the Superintendent in order to facilitate professionalism, productivity and work satisfaction in the Branch.

Additionally, the incumbent provides support for the preparation of divisional plans and reports, budgets as well as for meetings, conferences, training, promotional and events planning activities.

Key Responsibilities

Management/Administrative:

- Supervises the implementation of Work Plans;
- Develops weekly assignment schedules and targets for staff;
- Provides high level administrative functions relating to the services and activities of the Branch:
- Co-ordinates the preparation of divisional reports, operational and work plans;
- Assists the Superintendent in resolving operational problems and bringing about the resolution of issues by conducting research and compiling and providing information, as required;
- Participates in meetings, workshops, retreats and conferences and follows through with post-meeting actions and decisions;
- Updates the Branch databases;
- Participates in promotional and events planning activities;
- Provides guidance and advice to staff supervised and to internal and external stakeholders.

Technical/Professional:

- Undertakes research, documents findings, and analyses data and writes reports for the Superintendent;
- Provides advice and guidance to the Superintendent with regard to accounting, human resources and general administrative issues;
- Investigates complaints from clients or members of the public, reports to the Superintendent breaches of the regulations and recommends action or investigation;
- Checks bills, contracts and vouchers for correctness and submits for payment;
- Collects and distributes salary cheques for fortnightly paid staff;
- Manages the collection and submission of funds for Appropriations in Aid;
- Ensures that motor vehicles and machinery are serviced and repaired;
- Checks Attendance Registers and prepares reports for submission to Human Resource Management Unit;
- Prepares requests for the procurement of stationery and garden items (including fuel), issues these items and keeps appropriate records;
- Responds to queries regarding the Public Gardens and advises the public accordingly;

- Conducts inventory of items in the stores, the Gardens and Scenic Avenues to determine re-order levels and to maintain records;
- Liaises with the Facilities and Property Management Branch to ensure the provision and maintenance of utility services in the Branch;
- Prepares fortnightly pay bills and submits to Superintendent for approval;
- Participates in the preparation of the Branch's Budget and Work Schedules;
- Conducts stocktaking activities and manages the Branch's Storeroom;
- Co-ordinates the distribution and collection of tools/equipment, plants, other items in the Branch and maintains the records;
- Co-ordinates transportation for officers and supplies in the Division;
- Participates in the monitoring of plant sales and special projects;
- Conducts checks and balances of divisional receipt books;
- Co-ordinates the repairs of the Branch's tools & equipment;
- Acts as Custodian of the Branch's keys by ensuring that they are secured according to the FAA Act guidelines and Branch's policies;
- Keeps abreast of developments and best practices in the fields of accounting, human resources and management;
- Builds relationships with internal and external stakeholders to improve efficiency and effectiveness.

Human Resource:

- Provides leadership and guidance to direct reports through effective planning, delegation, training and coaching;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends corrective action, where necessary to improve performance;
- Fosters a culture of teamwork and employee empowerment;
- Assists the Superintendent with all staff related matters including investigations of staff complaints and decides on course of action to be taken, and explains where necessary, the regulations and directives and provides appropriate guidance;
- Checks and recommends vacation leave application and submits to the Human Resource Management Unit for approval;
- Performs other related duties assigned by the Superintendent of Public Gardens & Zoo or the Chief Technical Director.

Required Knowledge, Skills and Competencies

Core:

- Good teamwork and co-operation skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent interpersonal and influencing skills.
- Good leadership and management skills
- Good problem-solving and decision-making skills.
- Good research, presentation, and creative skills
- Ability to use initiative and exercise good judgment
- Good analytical thinking skills
- Excellent customer and quality focus skills

Technical:

- Knowledge of the policies and procedures of the Ministry
- Knowledge of divisional operations, products and services
- Knowledge of the Staff Orders and related Government regulations, policies and procedures.
- Knowledge of Basic Accounting.
- Knowledge of Human Resources Management
- Basic knowledge of procurement and inventory management
- Sound knowledge of record keeping
- Knowledge of budget preparation
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Management Studies, Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
- At least three (3) years' experience in Basic Accounting.
- Three (3) years' experience in an administrative capacity.

OR

- Diploma in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
- At least three (3) years' experience in Basic Accounting.
- A least four (4) years' experience in an administrative capacity.

Special Conditions Associated with the Job

- May be required to work on weekends and Public Holidays.

2. Tour Guide (GMG/AM 1)

Job Purpose

Under the supervision of the Facilities/Operations Manager, the Tour Guide 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

Professional/Technical:

- 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 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 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 Condition Associated with the Job

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

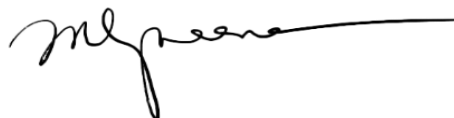
Applications, accompanied by résumés, should be submitted **no later than Thursday, 18th December, 2025 to:**

**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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**