



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 473

OSC Ref. C.4858⁵¹

28th November, 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, Ministry of Agriculture, Fisheries and Mining**:

1. **Tour Guide (GMG/AM 1) (2 posts) - (Castleton Botanical Gardens, St. Mary)**, salary range \$1,439,455 - \$1,935,907 per annum.
2. **Tour Guide (GMG/AM 1) - (Bath Botanical Gardens, St. Thomas)**, salary range \$1,439,455 - \$1,935,907 per annum.
3. **Landscape Attendant (LMO/TS 2) - (Hope Gardens, Kingston)**, salary range \$18,647 - 25,078 per week.
4. **Gardener Assistant (LMO/TS 2) - Rural Gardens and Scenic Avenues (Fern Gully, St. Ann)**, salary range \$18,647 - 25,078 per week.

1. 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

- 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 HEART Academy with NCTVET Level 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. 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

- 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;
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- 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 HEART Academy with NCTVET Level 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.

3. Landscape Attendant (LMO/TS 2)

Job Purpose

Under the supervision of the Landscape Supervisor, the Landscape Attendant 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 duties that may be 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 of 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 Education and Experience

- NVQJ Level 1 or 2 in General Agriculture/Horticultural/ Landscape/Turf Management from Ebony Park HEART Academy or equivalent from Knockalva/Elim Agricultural schools
- One (1) year 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 whose animals are impounded for trespassing and damaging the property of the Branch;
- Exposed to chemicals;
- Required to wear protective gears.

3. Gardener Assistant (LMO/TS 2)

Job Purpose

Under the supervision of the Senior Gardener, the Gardener Assistant 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 and 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's 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 chemical;
- Required to wear protective gears.

Applications accompanied by résumés should be submitted **no later than Wednesday 11th December, 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.



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