



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 76 **OSC Ref. C.4848⁵³**

20th April, 2026

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 post of **Handyman/Gardener (LMO/TS 1) – (Vacant)** in the **Agriculture Land Management Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary: \$18,647 per week.

Job Purpose

Under the supervision of the Manager, Administration and Support Services (GMG/SEG 1), the Handyman/Gardener (LMO/TS 1) conducts landscaping activities as required, ensures maintenance of the grounds and lawns of the Ministry's compound.

Key Responsibilities

Technical/Professional:

- Sweeps and rakes compound;
- Mows and weeds lawns;
- Trims trees on premises;
- Maintains and replaces flowers and foliage;
- Plants, waters and maintains plants;
- Locates and plants shrubs, trees and flowers;
- Repairs and maintains gardening equipment;
- Makes repairs to concrete and asphalt walks and driveways;
- Assists with minor plumbing and carpentry repairs;
- Assists Technical Officer on field trips;
- Collects soil samples;
- Performs any other related duties as may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good team work and cooperation
- Interpersonal skills
- Initiative
- Strong customer and quality focus skills
- Good time management skills

Technical:

- Excellent gardening skills
- Good knowledge of landscaping
- Basic mechanical skills

Minimum Required Qualification and Experience

- Successful completion of Secondary School Education with the ability to read and write

Special Condition Associated with the Job

- Exposure to agricultural chemicals/fertilizers

Applications, accompanied by résumés, should be submitted no later than **Friday, 1st May, 2026** 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 'M. Greene', with a long horizontal stroke extending to the right.

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