



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 70** **OSC Ref. C.6272<sup>19</sup>**

9<sup>th</sup> 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/be assigned to the posts of **Landscape Attendant (LMO/TS 1) – [Six (6) posts – Five (5) Vacant; One (1) Not Vacant]** in the **Administration and Special Services Division, Office of the Prime Minister**, salary: \$18,647 per week.

#### **Job Purpose**

Under the supervision of the Property Maintenance Officer, the Landscape Attendant maintains the gardens and landscape areas of Vale Royal, Jamaica House, the Office of the Prime Minister (OPM) and the Western Region Office.

#### **Key Responsibilities**

*The duties and responsibilities include, but are not limited to the following:*

- Transplant shrubs and plants;
- Mow, trim and sod lawns;
- Irrigate, fertilize, mulch, spray and prune shrubs, trees and potted plants;
- Weed areas of the landscape;
- Maintain office plants and replenish stock of plants in the greenhouse;
- Undertake general cleaning (sweeping, washing, raking, etc.) of the grounds;
- Assist with operating the tractor for the transport of cuttings and other garbage to garbage area;
- Prune shrubs, edge trees and propagate plants;
- Aerate soil and fertigate foliage and soil;
- Operate turf equipment;
- Apply pesticide to plants and soil.

#### **Required Knowledge, Skills and Competencies**

- Basic knowledge of landscaping and gardening
- Good interpersonal and customer service skills
- Good communication skills
- Excellent time management skills
- Ability to operate basic gardening tools

#### **Minimum Required Qualification and Experience**

- Completion of Secondary level education;
- One (1) year working experience in gardening.

Applications, accompanied by Résumés, should be submitted **no later than Wednesday, 22<sup>nd</sup> April, 2026, to:**

**Senior Director  
Human Resource Development and Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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)**