



## Office of the Services Commissions

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### **CIRCULAR No. 131** **OSC Ref. C. 4858<sup>55</sup>**

30<sup>th</sup> June, 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 **vacant** post of **Gardener Assistant (LMO/TS 2)** in the **Public Gardens and Zoo Branch (Fern Gully Scenic Avenue, St. Ann), Ministry of Agriculture, Fisheries and Mining**, salary range \$18,647 per week.

#### **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 with 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 performs 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 garbage;
- Assists in the construction and maintenance of compost bins;
- Propagates plants, prepares soil media and carries out other nursery activities;
- Performs any other related duties assigned from time to time.

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

##### **Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and cooperation
- Strong customer and quality focus skills

##### **Technical:**

- Sound knowledge of lawn and garden maintenance
- Basic knowledge of landscaping
- Sound knowledge of tools and equipment maintenance
- Basic knowledge of the Branch's operations

**Minimum Required Qualification and Experience**

- Secondary level education, with one (1) year's experience working as a Gardener in a Botanic Garden;
- OR**
- Secondary level education with two (2) years' experience working as a Gardener or Farm Assistant.

**Special Conditions Associated with the Job**

- Will be required to work under extreme conditions (sun, dust and water), on occasions;
- Exposure to chemicals;
- Will be required to wear protective gears.

Applications, accompanied by Résumés, should be submitted **no later than Monday, 13<sup>th</sup> July, 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](mailto: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)**