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CIRCULAR No. 200 **27th October, 2026**
OSC Ref. C.4858[56]

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 following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Facilities/Operations Manager (SOG/ST 5) – Public Gardens and Zoo Branch (Cinchona Botanical Gardens, East Rural St. Andrew) – (Vacant),** salary: $3,676,602 per annum.

2. **Building and Property Maintenance Officer (SOG/ST 4) – Building and Property Maintenance Branch (Hope Gardens, Kingston) – (Not Vacant)**, salary: **$**2,943,960 per annum.

1. Facilities/Operations Manager (SOG/ST 5)

Job Purpose

Under the general direction of the Superintendent, Public Gardens and Zoo, the Facilities/Operations Manager plans, organizes and manages the daily operations of the Cinchona Gardens. There is the requirement to oversee the proper maintenance and security of the facilities and to direct, guide, ensure and facilitate organizational effectiveness and efficiency and adherence to established standards and operating practices and procedures.

The incumbent is also required to coordinate and facilitate ongoing research and conservation activities and to ensure that visitors are welcomed, properly informed and educated on as many aspects of the operations of the Gardens, as required.

Key Responsibilities

Management/Administrative:

- Develops, in collaboration with the Superintendent targets, objectives activities, systems and procedures, for effective management;
- Determines the day-to-day and long-term needs of the Gardens and develops them in conjunction with the Superintendent's plans and operating methods;
- Provides leadership, direction, guidance and support to staff;
- Prepares annual Budgets for the Gardens;
- Prepares and implements maintenance schedules for mowing, pruning, weeding, irrigation, fertilizing and pest control;
- Monitors Budget and funds allocated to the Gardens by certifying expenditure;
- Prepares pay bills for submission to the Superintendent of Public Gardens and Zoo, for approval;
- Prepares and submits progress reports on all activities in the Gardens;
- Recommends the employment of additional staff, where necessary;
- Monitors and maintains the Attendance Register;
- Maintains the inventory and requests materials, supplies and equipment for use in the Gardens;
- Monitors the performance targets/outputs of staff and ensures adherence to their Work Plans/Schedules;
- Provides guidance/advice to members of staff, on organizational regulations/policies and guidelines;
- Participates in the preparation of Corporate and Operational Plans and Budget, for the Branch;
- Supervises the activities on work schedules;
- Conducts staff meetings and briefings;

- Attends and participates in meetings to discuss administrative matters, Work Plans and the evaluation of work.

Technical/Professional:

- Manages the operations of the Gardens, reviews operating practices and procedures and implements improvements, where necessary;
- Inspects and monitors the Gardens to ensure adherence to agreed established standards;
- Collaborates with the Superintendent and personnel at Head Office in promoting services, programmes and activities of the Gardens;
- Monitors funds allocated by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Writes reports, letters and briefs on various activities within the facility;
- Ensures that regulations and established procedures are correctly applied;
- Investigates complaints and operations generally and makes changes as required, so that the services provided meet the needs of the clients;
- Keeps management informed by reviewing and analyzing operations and writing special reports summarizing information and identifying trends;
- Assists in identifying projects for development of Gardens;
- Arranges for the conduct of guided tours of the Gardens for schools, foreigners and local visitors, and monitors tour guides operations;
- Ensures that all plant specimens are properly identified and labelled;
- Monitors the status of all plant specimens in the Gardens, to determine the need for additional plant species, and supervises their proper establishment and maintenance;
- Liaises with the Horticulturist and Botanist to implement technical practices in the proper care of plants/lawns in the Gardens;
- Participates in identifying areas for research activities and coordinates and participates in research activities;
- Monitors the status of all buildings, fences, pools and all other structure in the gardens and ensures that they remain in good repair;
- Monitors and maintains sanitation arrangements for the facility;
- Ensures that the plant nursery produces adequate and suitable plants for use in the Gardens;
- Monitors the plant collection programme;
- Coordinates the preparation of plants for sales and rental;
- Ensures that all equipment and machines are operating properly and maintained, in keeping with the Maintenance Schedules;
- Plans and leads promotional activities at the Gardens and participates in others hosted by the Branch;
- Orders material, supplies and equipment, as required, and maintains appropriate records/inventory;
- Prepares maintenance schedules on a weekly basis and monitors activities to ensure implementation;
- Prepares Pay Bills accurately and submits them on a fortnightly basis (at least four (4) days before payday);
- Maintains the waste management and irrigation systems;
- Executes general maintenance systems, including organizing the maintenance of the landscaped areas;
- Manages plant and soil nutrition programme for the facility;
- Assists with the Plants for Sale and Rental Programme, according to the Branch's Operational Plan;
- Builds relationships and organizes outreach programmes for the community, to promote the work of the facility and provide information on agricultural best practices;
- Participates in the Branch's special horticultural and agronomical projects;
- Represents the Branch at meetings, conferences and workshops.

Human Resource:

- Participates in the recruitment of staff for the Gardens and recommends promotion, termination and leave, in accordance with established GOJ Human Resources policies and procedures;
- Ensures that staff members are aware of and adhere to the policies, procedures and regulations of the Ministry;
- Provides leadership and guidance to direct reports through effective planning, delegating, communicating, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch/Unit are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Gardens and Branch;
- Manages the performance of direct reports consistently;
- Mentors, coaches, trains, appraises and rewards staff, in keeping with GOJ guidelines;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent management, people management and leadership skills
- Excellent negotiating skills
- Strong influencing and networking skills
- Strong interpersonal skills
- Good analytical thinking skills
- Good oral and written communication skills
- Good presentation skills
- Strong team building and staff development skills
- Good planning and organizing skills
- Good conflict management skills
- Good customer and quality focus skills
- Good problem-solving and decision-making skills

Technical:

- Knowledge of the policies and procedures of the Ministry
- Knowledge of the Staff Orders and related Government regulations, policies and procedures
- Proficiency in the use of relevant computer applications
- Sound knowledge of horticultural, landscaping and garden maintenance
- Good knowledge of facility and site management
- Basic knowledge of waste management
- Working knowledge of botany
- Good knowledge of records keeping
- Good human resource management skills
- Knowledge of Budget Preparation

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture or related field from an accredited institution;
- Two (2) years' related experience;

OR

- Graduate with an Associate Degree in Agriculture or Horticulture/Landscape/Turf Management or related field from an accredited institution;
- Four (4) years' related experience.

Special Conditions Associated with the Job

- Will be required to live on premises and to respond to emergencies at any time of day and night, seven (7) days per week, including Public Holidays;
- Will be required to work under extreme conditions (dust and water) on occasions;
- Exposure to harassment, threats and abuse from hostile persons invading the compound seeking employment, caught stealing or vandalizing property, or from persons where animals are impounded for trespassing and damaging the property of the Branch.

2. Building and Property Maintenance Officer (SOG/ST 4)

Job Purpose

Under the direct supervision of Senior Building and Property Management Officer, the Building and Property Maintenance Officer assists with the maintenance of the Ministry's buildings, offices, veterinary clinics and houses. The incumbent will also monitor the construction and refurbishing of buildings island-wide, to ensure the effective functions of the Ministry.

Key Responsibilities

Technical/Professional:

- Provides technical information to facilitate the preparation of specifications and drawings in respect of building maintenance and construction works;
- Prepares estimates for work to be done on properties buildings, drains and roads;
- Prepares contracts for works to be undertaken;
- Assigns work on the Ministry's property, buildings, drains and roads;
- Checks and monitors works assigned to ensure that these are carried out according to specifications;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an annual maintenance schedule;
- Checks that the Ministry's buildings are clean and in good condition;
- Monitors the upkeep of the grounds;
- Checks electrical fixtures for safety;
- Checks the condition of furniture and equipment;
- Prepares and delivers letters of invitation for bidders of respective contracts;
- Prepares letters of tender document;
- Prepares documents for advertisement of tender and submits to the Jamaica Information Service (JIS) for advertisement in print media;
- Prepares and delivers bid proposal documents to interesting bidders;
- Prepares documents for opening of tenders;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good interpersonal skills
- Teamwork and cooperation
- Sound integrity
- Compliance

Technical:

- Knowledge and skills in the field of plumbing, electrical repairs, building construction, painting and woodworking (furniture building and repairing)
- Sound knowledge of the operations of Government/knowledge of the Ministry’s policies and procedures
- Sound knowledge of the Building Code 4 of Jamaica
- Sound knowledge of Auto CAD
- Proficient in relevant Software Applications
- Good report writing skills

Minimum Required Qualification and Experience

- Diploma in Construction Management/Structural Engineering/Vocational Training, e.g. HEART/VDTI;
- One (1) year experience in a related field;

OR

- Certificate in Vocational Training or Junior Technical Officer's Course;
- Three (3) years’ experience in a related field.

Special Conditions Associated with the Job

- Will be required to travel island-wide, including travelling to remote locations;
- Exposure to dust, excess water, chemicals and height;
- Must be the holder of a General Driver's Licence.

Applications, accompanied by Résumés, should be submitted **no later than Monday, 9th November, 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.

M. Greene (Mrs.)
for Chief Personnel Officer