Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
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Website: www.osc.gov.jm

CIRCULAR No. 195 **22nd October, 2026**
OSC Ref. C. 4858[55]

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 Wednesday, 4th 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