



MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

The **Ministry of Agriculture, Fisheries and Mining** is inviting suitably qualified persons to fill the following **vacant** post in the **Agricultural Land Management Division, Hope Gardens, Kingston:**

➤ **Handyman/Gardener (LMO/TS 1)**
Salary Range: \$18,647.00 - \$25,078.00 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 OUTPUTS

- Compound swept/raked
- Lawns mowed and weeds removed
- Trees on premises trimmed
- Flowers and foliage maintained
- Plants watered
- Soil sample collected
- Field trips attended
- Locates and plants shrubs, trees, and flowers
- Maintain and repair gardening equipment
- Minor plumbing and carpentry repairs done
- Concrete and asphalt walks and driveways repaired

KEY RESPONSIBILITY AREAS

- 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

Other Responsibilities

- Performs any other related duties as may be assigned

PERFORMANCE STANDARDS

- Sweeping and raking of compound done daily
- Lawn mowed and weed removed to meet basic gardening guidelines
- Trees trimmed as needed according to required standard

- Plants watered and maintained in keeping with required standards
- Locates and plants shrubs, trees and flowers according to required standards
- Soil samples collected as required
- Flowers and foliage maintained in keeping with required standards
- Gardening equipment maintained and in good working condition
- Make repairs to concrete and asphalt walks and driveways as needed
- Assists with minor plumbing and carpentry repairs from required
- Assists Technical Officer on field trips as required

REQUIRED COMPETENCIES

Core

- Good Oral Communication skills
- Good Written Communication skills
- Good Teamwork 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 EDUCATION AND EXPERIENCE

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

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to agricultural chemicals/fertilizers

AUTHORITY

- Nil

Applications accompanied by resume should be submitted no later than **February 10, 2026** to:

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6.
E-mail- jobopportunities@moa.gov.jm

Please note that we thank all for responding, but only short-listed applicants will be contacted.