



**MINISTRY OF AGRICULTURE, FISHERIES AND MINING  
CAREER OPPORTUNITY**

---

The **Plant Quarantine/Produce Inspection Branch/Export Complex (Kingston)** is inviting suitable qualified persons to fill the post of **Attendant (LMO/TS 1) – Not Vacant:**

**Salary range: \$18,647.00 – \$25,078.00 per week**

---

**JOB PURPOSE**

Under the supervision of the Administrative Officer (GMG/AM 2) (Kingston), the **Attendant (LMO/TS 1)**, is responsible for the general cleaning and maintenance of the Export Complex (Kingston) compound.

**KEY OUTPUTS**

- Lawns maintained
- Shrubs maintained
- Walkways maintained
- Debris disposed
- Gardening equipment Maintained

**KEY RESPONSIBILITY AREAS**

- Cuts, cleans and rakes lawn
- Shrubs are pruned and watered
- Walkways are swept and cleaned
- Gardening equipment are log, cleaned and serviced
- Debris collected and disposed of in bins/garbage bags.

**Other Responsibilities**

- Performs any other related duties assigned from time to time

**PERFORMANCE STANDARDS**

- Lawns cut and raked as scheduled
- Shrubs pruned to required standard
- Walkways swept daily
- Debris disposed of daily
- Gardening tools cleaned and serviced when necessary

**REQUIRED COMPETENCIES**

**Core**

- Good Oral Communication skills
- Good Written Communication skills
- Good Customer and Quality Focus skills
- Good Interpersonal skills

**Technical**

- Sound knowledge of Lawn and Garden Maintenance
- Basic knowledge of Landscaping
- Basic knowledge of Gardening tools maintenance

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Secondary Level Education.
- At least two (2) years practical experience as a Gardener or Farm Assistant

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Nil

## **AUTHORITY**

- Nil

Applications accompanied by resume should be submitted no later than **November 20, 2024** 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](mailto:jobopportunities@moa.gov.jm)

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