



RS FORM 2 - JOB DESCRIPTIONS

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Serjeant at Arms

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00013

MINISTRY VACANCY REF: 1/2023

POSITION TITLE: Gardener Supervisor

POSITION LEVEL: L3/4

SALARY RANGE: \$832.56 - \$1,021.07 fortnight

THIS POSITION REPORTS TO: Serjeant at Arms

THIS POSITION SUPERVISES: Gardeners

SECTION B – SCOPE OF DUTIES

The purpose of this position is to make sure that function and discharge of Gardener job and task are in order and well manage, this position oversees the role out of Gardeners Duty in the parliament precinct and to ensure that the parliament precinct including the main building, Paul Tovua complex and surrounding area is kept clean and tidy at all time.

SECTION C – KEY DUTIES

The Officer will be required to:

- Establish and/ implement operating procedures and standards for Gardeners
- Plan, supervise and coordinate the activities and task of Gardeners
- Coordinate, inspection or inspect assigned areas to ensure standards are met
- Apply Human Resource Management skills, leadership skills such as training, mentoring, and evaluating performance
- Complete financial management tasks, such as setting and adhering to a budget
- Handle administration of Gardeners inventory and ordering Cleaning tools and Equipment for the upkeep of the National Parliament precinct
- Report any defects, faults and damages of properties to the Serjeant at Arms or immediate Supervisor
- Perform other duties as and when directed by the Human Resources Manager and Clerk to Parliament
- Do basic landscaping and design of beautification of gardens in and around Parliament precinct
- Assist/Help Cutting of grasses, pulling of dead grasses and debris from tree
- Assist/Help Planting, Trimming, mulching, fertilizing and water plants and flower.
- Sweeping, picking of rubbish/trashes and pulling out weeds and dead plants in the lawn and flower beds/garden
- Perform other duties when directed by the Human Resources Manager and Clerk to Parliament.

SECTION D– KEY RESULT AREAS

Successful performance of the duties will be indicated by:

Applicants should be able to demonstrate:

- Knowledge of the appropriate gardening tools use on recurring basis and how to use them
- Practical skills to use equipment like strimmer, mowers, sprayers and hand tools.
- Knowledge of health safety practices
- Willingness, attendance and punctuality
- Well Organized and coordination of work
- Safe and clean environment

SECTION E - QUALIFICATION

- Form 6 Certificate or Certificate in any recognized beautification training/organization or Vocational school
- Minimum of 3 years' work experience on job related to Gardener

SECTION E – KEY SELECTION CRITERIA

Capabilities:

- Must physically, mentally and socially fit
- Capable in handling gardening tools (lawnmower) and other hand tools
- Capable working in a team and ensure interdependency of team members contributing to success of a team.
- Capable to work extra time and in odd hours
- Capable in managing time efficiency and effectively
- Understand quality Character
- Understand and comply with code of conduct and other policy guidelines and procedures enforce by public Service and National parliament.
- Capable in taking initiative and be self-motivated.

Skills and ability:

- Excellent Communication, listening and interpersonal skills
- Management skills
- Problem solving skills
- Leadership skills
- Ability to read and write
- Ability to provide exceptional Customer Service
- Ability to work without Supervisor
- Ability to work in a team
- Ability to follow all laws, policy, guidelines and procedure enforce by Public service and national Parliament

SECTION F – TERMS AND CONDITIONS

- Salary per fortnight: \$832.56 - \$1,021.07
- Salary per annum: \$21,646.47 - \$26,547.81
- Annual Leave: 21 days
- Housing allowance: \$166.51
- Rental eligibility per month: \$1,900

Other conditions of service as outlined in the Agreement of Service upon appointment;

Section G - Approval (<i>Business use only</i>)
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This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.



04/04/2022

Clerk to National Parliament

Date Approved

Additional Comments: