



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): 279-00231

MINISTRY VACANCY REF: 1/2023

POSITION TITLE: Gardener

POSITION LEVEL: L2/3

SALARY RANGE: \$751.38 - \$821.25 fortnight

THIS POSITION REPORTS TO: Serjeant at Arms

THIS POSITION SUPERVISES: Nil

SECTION B- SCOPE OF DUTIES

The purpose of this position is 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:

- Provide cleaning services of all outdoor courtyard and lawn using the right tools
 - Do basic landscaping and design of beautification of gardens in and around Parliament precinct
 - Cutting of grasses, pulling of dead grasses and debris from tree
 - 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
 - Report any defects, faults and damages of properties to Serjeant at Arms
 - Perform other duties when directed by the Human Resources Manager and Clerk to Parliament.
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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
 - Experience in performing gardeners duties in an office environment
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SECTION E: QUALIFICATION

- Form 3 Certificate or Certificate in a recognized beautification training/organization

- 2-5 years' work experience

SECTION F: KEY SELECTIO RITERIA**Capabilities:**

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

Skills and ability:

- Excellent Communication, listening and interpersonal 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 G – TERMS AND CONDITIONS

- Salary per fortnight: \$725.70 - \$821.25
- Salary per annum: \$18,236.95 - \$19,932.90
- Annual Leave: 18 days
- Housing allowance: \$150.28
- Rental eligibility per month: \$1,700

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

Section H - Approval (*Business use only*)

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:**