

Government of Tuvalu – Job Description



Position Title:	Government Gardener	
Band and Salary:	S1-S3	\$10,887 to \$15,447
Ministry and Department:	Office of the Prime Minister	Headquarters
Location:	Funafuti	
Reports to:	Assistant Secretary	

JOB PURPOSE:

As a Government Gardener, you will play a vital role in maintaining and enhancing the aesthetic appeal of spaces around government buildings and other government-owned properties. Your responsibilities will include planning, planting, cultivating, and maintaining a variety of plants, trees, shrubs, and other greenery to ensure the well-being and attractiveness of these areas.

KEY RESPONSIBILITIES:

1. Landscape design and planning
2. Planting and maintenance
3. Grounds keeping
4. Equipment and tools
5. Pest and weed control
6. Record keeping
7. Safety and environmental compliance

MAIN DUTIES AND OUTCOMES:

- 1.1 Collaborate with landscape architects and supervisors to plan and design garden layouts for public spaces, parks, government buildings, and other government-owned properties.
- 1.2 Select appropriate plant species, hardscape features, and irrigation systems to achieve the desired aesthetic and functional goals.
- 2.1 Plant and maintain ornamental trees, shrubs, flowers, and other vegetation according to design specifications.
- 2.2 Prune, trim, and shape plants to ensure their health and appearance.
- 2.3 Monitor and manage the health of plants, diagnosing and addressing issues such as disease, pests, and nutrient deficiencies.
- 2.4 Implement a regular watering schedule and irrigation system maintenance.
- 3.1 Maintain lawns, pathways, and other green spaces through mowing, edging, and weeding.

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3.2 Remove debris, litter, and fallen leaves from garden areas.

4.1 Operate and maintain various landscaping equipment and tools, including lawnmowers, trimmers, and chainsaws.

4.2 Ensure the safe storage and maintenance of gardening equipment.

5.1 Implement integrated pest management strategies to control pests and weeds while minimizing the use of chemicals.

6.1 Maintain records of plantings, maintenance activities, and expenses related to gardening projects.

6.2 Assist in budgeting and procurement of gardening supplies.

7.1 Adhere to safety guidelines and environmental regulations in the use of chemicals, disposal of waste, and equipment operation.

MANDATORY REQUIREMENTS:

Two years' experience in gardening or landscaping.

Knowledge of plant care, horticulture, and landscaping principles.

Ability to operate and maintain landscaping equipment.

Strong physical stamina and the ability to work outdoors in various weather conditions.

Good problem-solving skills to diagnose and address plant-related issues.

Strong attention to detail and a passion for creating and maintaining aesthetically pleasing outdoor spaces.

Knowledge of safety and environmental regulations related to gardening practices.

IMPORTANT NOTICE

Applicants through their applications MUST:

(i) Address all the qualification requirements of the job description.

(ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.

(iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.