



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

	POSITION NUMBER: <b>BMS 017</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Gardener, NP01</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Senior Gardener</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Assistant Director B&amp; M</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG:1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

*Handwritten signature and date: 28/03/19*

### 2. PURPOSE:

Perform as a Senior- Gardener in the Building & Maintenance and Technical Services Division and is responsible for all lawns and gardening around the Parliament premises

### 3. DIMENSION:

**Budget:** NA

**Staff:** 2 Staff

**Others:** NA

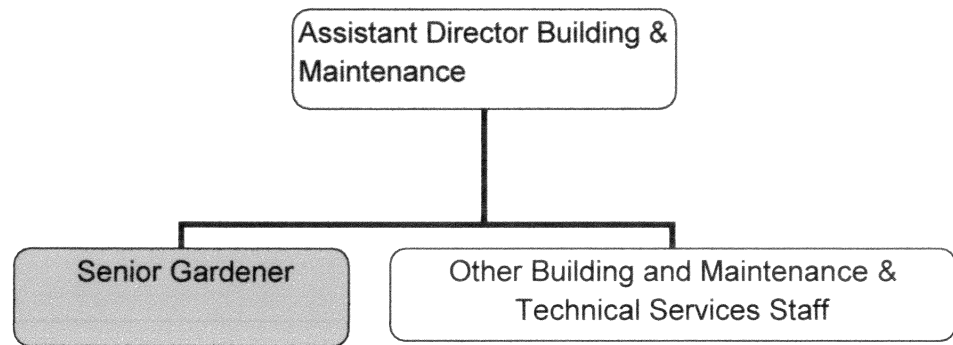
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Plant new flowers
- Do landscaping around the parliament premises
- Cut grass and mow the lawn around the parliament
- Trim overgrown plants & flowers
- Remove rubbish around the parliament
- Rake and remove grass cuttings
- Improve the Outdoor image the areas around the Parliament
- Water the lawn and plants
- Weed flower beds and walk ways

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



#### 5.2 Internal:

- Attend to any gardening requirements
- Landscaping within the parliament premises

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#### 5.3 External:

- Liaise with flower pot sellers and other landscaping individual or companies for necessary assistant.

#### 5.4 Work Environment

This position is a senior position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

#### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

#### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

### 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

#### 6.1 Qualification

- A Graduate and preferred Grade 10 Certificate

#### 6.2 Experience

- 3 - 5 years of gardening experience in similar position in a recognised organization is highly regarded.

#### 6.3 Knowledge

- Excellent knowledge of plants
- Landscaping and beautification

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

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Signature  
Employer (or its delegate)

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Signature  
Employee

-----  
Date

-----  
Date

*John*  
*28/03/19*