

VACANCY



Gardener

Starting Salary - USD 8,990 + Health Insurance, Life Insurance and Retirement Plan

The Western and Central Pacific Fisheries Commission (Tuna Commission) invites applications from suitably experienced and qualified individuals for contract services as a Gardener to be based at its headquarters at Kolonia, Pohnpei State, FSM. Information about the WCPFC is available at www.wcpfc.int.

We are seeking a skilled Groundskeeper to maintain our gardens and outdoor areas. Responsibilities include planting, cultivating, and pruning plants, mowing lawns, trimming hedges, and ensuring cleanliness of grounds. The Groundskeeper will collaborate on landscaping projects, develop a gardening schedule, conduct minor repairs, and provide support during meetings.

Applicants must have 5 years' experience as a gardener and good written and oral communications skills. Terms of Reference including a list of duties for the position can be obtained through the Receptionist (320-1992/1993) as well as any additional information. Applications should include cover letter, resume and details of two referees. Applications should be addressed to Ms. Natsuko Akinaga, HR Officer at (Natsuko.Akinaga@wcpfc.int) or at the Tuna Commission office by closing date on Friday, **February 28, 2025**.

WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION
Gardener
TERMS OF REFERENCE

Support Staff Member: Responsible to the Finance and Administration Manager (FAM) or other designated staff member

Subordinate Staff: None

Essential Qualifications:

- (a) Experience in gardening and general use and maintenance of machinery and equipment (weed eater, pressure washer, leaf blower)
- (b) Good understanding of English
- (c) A valid driver's license

Desirable Qualifications: Experience with general maintenance of equipment

Duties:

1. Ensure the overall health and aesthetic appeal of gardens and outdoor areas.
2. Plant, cultivate, prune, and maintain a variety of plants.
3. Mow lawns, trim hedges and maintain garden beds.
4. Maintain cleanliness of the grounds, exterior of buildings, driveways, and walkways.
5. Maintain and secure garden tools and equipment.
6. Conduct minor repairs on equipment as needed.
7. Work collaboratively with other team members to enhance and beautify the compound through landscaping projects.
8. Develop a gardening schedule in coordination with the lead gardener and the Administrative Officer.
9. Conduct minor repairs to buildings as needed.
10. Move furniture and other equipment to and from storage and residences as required.
11. Provide logistical support during meetings.
12. Advise the lead gardener and the Administrative Officer on supplies and equipment needed.
13. Perform other duties as assigned.