



JOB TITLE: Horticultural Assistant (x2)
SALARY GRADE: Band 01 -Band 02
RESPONSIBLE TO: Horticulturist/Horticultural Officer

Working hours: 07.00 am to 03.00 pm Mondays to Fridays
Location: Mahe

To apply correct deliveries to the daily duties/tasks by assisting in the production of Plants in the Nursery and propagation unit and ensuring maintenance of horticultural tools and equipment. Managing all allocated resources under his/ her supervision.

Main duties and responsibilities:

- Collect and prepare cutting applying the correct techniques.
- Preparation of cuttings and before sowing.
- Transplanting using the correct techniques.
- Potting up of the seedlings/cuttings.
- Apply the correct measure of hormones, to induce.
- Potting up of plants in the nursery.
- Carry out the Normal Nursery Maintenance.
- Ensuring proper sanitation and maintenance of horticultural tools, machinery, and technical equipment. (disinfection)
- Transportation of plants to propagation unit.
- Watering plants in the nursery using the right techniques.
- Weeding control.
- Pressure washes all hard surfaces cleaning.
- Clean Litter Bins
- Maintenance of Garden benches. Preparation of soil Media
- Propagation techniques
- Collection of Materials (seeds and cuttings)
- Collection of Data

Requirement

- Certificate in Horticulture or equivalent; or
- Secondary level of education plus two years of related work experience.
- Physically fit and in good health conditions to conduct manual labor.
- Proficiency in operating horticultural machinery and equipment safely
- Satisfactory experience in landscape and produce gardening preferred



Job Title:	Enforcement officer
Salary Band:	Band 02 -Band 03
Responsible to:	Chief Executive Officer
Working Hours:	Shift
Location:	Mahe

Assist the organization in enforcing law and order by implementing the SPGA rules and regulations, ensuring park and garden users' safety, and maintaining SPGA infrastructure.

Main duties and responsibilities:

- Patrolling and monitoring activities on SPGA premises regularly to deter criminal activities and ensure the location's safety.
- Evicting trespassers and violators and detaining perpetrators while following legal protocols and communication.
- Controlling the entrance and departure of employees, visitors, and vehicles according to protocols.
- Monitoring surveillance cameras and other associated equipment to watch out for disruptions or unlawful activities.
- Providing detailed Daily records of incidents, reports on activities, and any incidents that may have occurred to management.
- Using provided communication devices and security Equipment appropriately and concisely.
- Support other enforcement activities in all sections and units.
- Responding to emergency calls from the management

Requirement

- S5 Secondary level of education or equivalent
- verbal and written communication skills
- Law enforcement background is favored
- Physically Fit and able to work night shift
- Clean Police record
- Integrity and professionalism
- Excellent knowledge of security protocols
- Ability to operate security systems and emergency equipment



Job Title:	Office Caretaker
Salary Band:	Band 01 -Band 02
Responsible to:	Administration Manager/ Admin Officer
Working Hours:	07.30 am to 03.30 pm Mondays to Fridays
Location:	Mahe

The office caretaker will be based at the Seychelles Parks and Gardens Authority (SPGA) Headquarters and will ensure the office is always clean and tidy.

Main duties and responsibilities:

- Cleaning of all offices as directed by the administration Manager
- Ensure that the office is kept clean and tidy at all times.
- Ensure that a sufficient stock of cleaning materials is at hand and ordering of new stock on time.
- Proper disposal of rubbish
- Prepare and serve tea/coffee as may be requested.
- Any other relevant duties may be requested from time to time.

Requirement

- At least two years in a similar position
- Must be of a courteous and outgoing personality
- Must be reliable and trustworthy

All CVs and Cover letters must be forwarded to: a.cedras@gov.sc / ldocteur@gov.sc / rochellelobban@gov.sc / darius.padayachy@gov.sc

or hand delivered to SPGA headquarters at Orion Mall Unit 5C - 8C, Second Floor between Monday to Friday 8 am to 4 pm.

For more details, contact us on 4225114

Closing date: 24th April 2024