



CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the following post in the Major Organised Crime & Anti-Corruption Agency (MOCA):

GROUNDSMAN (LEVEL 1)

KEY DUTIES INCLUDE (but not limited to)

- Ensuring the provision of superior and professional maintenance services;
- Tending and nurturing the Agency's gardens and green spaces, maintaining order and beauty;
- Operating and maintaining gardening and landscaping equipment and tools;
- Ensuring clean and sanitary common office spaces at assigned locations;
- Providing administrative support.

Other Responsibilities:

- Performing office service duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Completed secondary level education.
- NVQ Level 1 or related certificate in Landscaping.
- Two (2) years of related work experience in a similar environment.

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES

- Possess excellent interpersonal skills and attitude;
- Effective communication skills (both oral and written communication);
- Ability to accept a flexible work schedule;
- Excellent client service excellence.



SPECIAL CONDITIONS OF THE JOB

- Duties require incumbent to work outdoors in inclement weather from time to time.
- Duties require incumbent to perform a variety of physical labour activities. including climbing ladders, bending, kneeling, reaching, and standing for long periods of time and lifting heavy items.
- Required to work beyond normal working hours, weekends and public holidays whenever the need arises.

CONSIDERATIONS

At MOCA, the paramount consideration in the recruitment and employment of staff is the necessity to secure the highest standards of integrity, competence and efficiency. All employment decisions are made on the basis of qualifications and organisational needs. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. All candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application, mandatory vetting and integrity screening.

Application letters accompanied by résumés should be submitted **NO LATER THAN TUESDAY, 16TH SEPTEMBER 2025** via email to recruiting@moca.gov.jm stating the position being applied for in the subject line. Letters should be addressed to:

Director, Human Resources & Office Services
Major Organised Crime & Anti-Corruption Agency
2nd Floor NCB (North) Tower,
2a Oxford Road,
Kingston 5

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.