

VACANCY



Head Gardener & General Maintenance Officer

Starting Salary - USD 10,991 + 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 **Head Gardener and General Maintenance Officer** based at its headquarters in Kolonia, Pohnpei State, FSM. More information about the WCPFC is available at www.wcpfc.int.

We are seeking an experienced and reliable professional to lead the care and maintenance of our gardens and outdoor areas, as well as oversee general maintenance duties across our facilities. Responsibilities include planning and supervising gardening activities such as planting, cultivating, pruning, mowing lawns, and trimming hedges. In addition, the Head Gardener will manage a gardening schedule, conduct minor repairs, maintain building exteriors, walkways, and driveways, and support logistical arrangements during meetings and events.

The role also involves assisting with vehicle and boat upkeep, moving furniture and equipment, preparing supply lists, and running errands as needed.

The ideal candidate will have at least 5 years of relevant experience in gardening, landscaping, or facility maintenance, a proactive approach, strong organizational skills, and the ability to work independently and reliably.

Terms of Reference, including a full list of duties, can be obtained from the Receptionist at (320-1992/1993) or found on our website: <https://www.wcpfc.int/vacancies-opportunities>

To apply, please submit your résumé, cover letter, and three references to Natsuko Akinaga, HR Officer, at Natsuko.Akinaga@wcpfc.int by **Friday, July 25, 2025**.

Head Gardener and General Maintenance
TERMS OF REFERENCE

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

Subordinate Staff: Gardeners

Essential Qualifications:

- (a) Experience in gardening and general use and maintenance of machinery and equipment (weed eater, pressure washer, leaf blower)
- (b) Good oral communication skills
- (c) Managing staff

Desirable Qualifications: Experience in vehicle or boat maintenance

Duties:

1. Develop schedule of work to be performed by the gardeners,
2. Maintain the grounds, exterior of the buildings, driveways, and walkways
3. Assist with the maintenance of the cars and boats
4. Conduct minor repairs to the equipment and buildings as needed
5. Move furniture and other equipment to and from storage and residences as needed
6. Provide a list of equipment, tools, and gardening supplies needed
7. Run errands
8. Provide logistical support during meetings
9. Other projects as assigned