



## **TERMS OF REFERENCE**

### **Post: Gardener SC-1 Midpoint/ Maintenance man**

**Under direct supervision of the Security Team Leader and the overall guidance of the Administrative Officer, the incumbent of the post is performing a variety of gardening and maintenance related functions.**

#### **Specific responsibilities included:**

- 1. To prepare trees to winter season.**
- 2. To clean the territory of UNRCCA.**
- 3. To remove dry trees and bushes.**
- 4. To provide grass cutting service of the territory of UNRCCA.**
- 5. To evaluate and report on the needs related to beautification of the territory of the Centre.**
- 6. To control and regulate the water/sprinkling process, fertilization and seeding.**
- 7. Supervises gardener staff and carries out inspections to ensure that gardener on working place are discharging their functions appropriately.**
- 8. Assists Facilities Management Assistant in supervising cleaning personnel (incl. car wash personnel) providing cleaning and other related services and activities at UNRCCA premises, including ensuring that the cleaning personnel discharge their functions appropriately.**
- 9. Assists Facilities Management Assistant in managing inventory of tools and equipment deployed and/or in use in the area of facilities management and related support services at UNRCCA premises.**
- 10. Perform other related duties, as required.**

**Remuneration shall be established in accordance with UNDP Salary Scale at the SC1/3 level.**