

Scheme of Service

ORGANISATION

Sir Seewoosagur Ramgoolam Botanic Garden Trust

POST:

Chief Executive Officer

SALARY:

140,000

QUALIFICATIONS:

A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.

B. A degree in Agriculture, Botany, or any Science subject from a recognized institution or an equivalent qualification acceptable to the Board.

C. A Master’s Degree or an equivalent qualification acceptable to the Board.

D. At least 8 years’ proven experience in a management position

E. Good communication, administrative and interpersonal skills.

F. Possession of Computer skills and experience in Management of a Botanical Garden are desirable.

Candidates should produce written evidence of experience/knowledge claimed.

DUTIES:

1. To be responsible to the Board of Trustees for:
 - (i) the execution of the policy of the Board;
 - (ii) the control and management of the day-to-day business of the Trust, including:
 - (a) the overall management of the Garden and operation of connected services;
 - (b) proper advice on the formulation of policies and legislation relating to Garden;
 - (c) preparation, implementation and review of garden management plans and projects;
 - (d) horticultural and botanical research undertaken by staff of the Garden;
 - (e) the enhancement and dissemination of the scientific research activities of the Garden
 - (f) the organization and implementation of in-service training for field staff;

- (g) provision of advice on landscaping, management and development of the Garden including new areas;
 - (h) the implementation and enforcement of legislation relating to preservation of flora and fauna in the Garden;
 - (i) the collection, characterization and conservation of plant genetic resources including medicinal plants and endangered species;
 - (j) the introduction of plant materials for the improvement and embellishment of the Garden;
 - (k) the publication of leaflets on species under collection and conservation in the Garden.

 - (l) the development of commercial activities of the Garden, such as the sales of endemic plants, horticultural books, and Food & Beverages outlet/s
 - (m) the implementation of a marketing/communication plan to enhance the brand image of the Garden nationally and internationally

 - (n) the organisation of public events in relation to the historical, cultural, horticultural, and scientific mission of the Botanical Garden

 - (o) The adoption of new technologies for an improved management of the operations, and for an enhanced customer experience.

 - (p) The development of collaboration, through MOU's or other agreements with reputed Botanical Gardens Worldwide.
2. To prepare the Annual Report of the Trust.

 3. To perform such cognate duties as may be assigned.