



We're Hiring!

Job Title: Ticketing Agent / Cashier (Part Time [2 Months] July- August)

Responsible to: Head Ticket Agent / Revenue Controller

Working Hours: Shift (8 am - 5 pm)

Location: Praslin & Curieuse

Job Summary:

The Ticketing Agent / Cashier is responsible for receiving payments from customers and handling banking transactions. Additionally, they perform receptionist duties. A professional and friendly character is essential, as they engage with visitors and customers of SPGA.

Qualifications:

- IGCSE in Mathematics, English, Accounting grade C or O level English, Mathematics

Or

- 1-year satisfactory work experience

Knowledge, Skills and Abilities Required:

- Must have the ability to perform procedures accurately and methodically and be able to work under pressure.

- Basic skills with computer and other office machines (copier, credit card machine, telephone, fax machine)

Forward your Cover Letter and CV to: a.cedras@gov.sc / l.docteur@gov.sc / rochellelobban@gov.sc / darius.padayachy@gov.sc

For more details, contact us on 4225114

Closing date: 17th June 2025



We're Hiring!

Job Title: Horticultural Assistant

Responsible to: Horticulturist / Garden Manager

Working Hours: 07.00 am to 03.00 pm

Location: Botanical Garden

Main duties and responsibilities:

- Collect and prepare cuts using the correct techniques.
- Preparation of cuttings 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 normal nursery maintenance.
- Ensuring proper sanitation and maintenance of horticultural tools, machinery, and technical equipment. (disinfection)
- Transportation of plants to the propagation unit.
- Watering plants in the nursery using the proper 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
- Ability to operate machinery and heavy-duty tools (preferably a male applicant)
- Proficiency in operating horticultural equipment safely
- Satisfactory experience in landscape and produce gardening is preferred

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We're Hiring!

Job Title: Project Officer

Section: Research Section

Salary Band: B04-B06

Responsible to: Chief Executive Officer

Working hours: 08.00 am to 04.00 pm, Mondays to Fridays

JOB SUMMARY:

Support the planning, implementation, and monitoring of projects related to the Seychelles Parks and Gardens Authority. The Project Officer will work closely with government agencies, local and international stakeholders to ensure projects are delivered on time, within budget, and in compliance with environmental and regulatory standards.

DUTIES & RESPONSIBILITIES:

- Facilitate the development and execution of SPGA projects, ensuring alignment with conservation and sustainability objectives.
- Contribute to the preparation of project proposals, work plans, budgets, and progress reports.
- Engage with consultants, contractors, and government bodies to streamline project implementation.
- Conduct field assessments to monitor project progress, compliance, and quality standards.
- Assist in procurement processes, tender documentation, and contractor management.
- Track project expenditures and ensure financial accountability in line with approved budgets.
- Prepare financial plans, reports, and quarterly updates on project activities.
- Maintain and update SPGA databases, including scientific and project-related data.
- Support research initiatives by participating in data collection and analysis.
- Generate quarterly reports on project progress and data management.
- Attend project meetings and address project-related exigencies as required.
- Represent SPGA at national, regional, and international forums to promote its initiatives.

MINIMUM ENTRY REQUIREMENTS:

- Diploma in Project Management, Business Studies, Environmental Science, or equivalent plus 3 years working experience.
- Bachelor's Degree in Project Management, Business Studies, Environmental Science, or related field plus 2 years working experience
- Minimum 2 years of experience in project coordination, preferably in environmental management or conservation

SKILLS AND COMPETENCIES

- Good oral and written communication skills
- Decision-making and problem-solving
- Good networking skills
- Good Knowledge of project research and analysis
- Ability to multitask and prioritize projects
- Excellent knowledge of statistics and data collection

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We're Hiring!

Job Title: Driver Messenger

Responsible to: Head Driver

Working Hours: 07.00 am to 04.00 pm

Location: SPGA Headquarters

Main duties and responsibilities:

- Update the log book of vehicle use on a daily basis for proper recording of mileage.
- Conduct a daily minor maintenance check of oil and water and brakes before using the vehicle.
- Collection and delivery of official materials, purchases from outside businesses to the various sites of SPGA and vice versa.
- Transportation services for staff and other personnel as may be required.
- Ensure road worthiness and insurance of vehicles are valid for safety and advice to the Administrative Officer for renewal.
- Reports periodic servicing needs of the vehicle in advance to ensure its proper handling and maintenance.
- Ensures safe keeping of vehicle accessories e.g., Jack, first aid kit, etc.
- Ensure that accidents to the vehicle are reported immediately and a statement in within 24 hours of the accident.
- Maintain the cleanliness and appearance of allocated vehicle.

Requirement

Secondary level of Education, plus at least 3 years working experience as a driver with a clean driving record.

Skills

Ability to read and write simple messages/instructions.

Basic knowledge of vehicle engine and essential maintenance.

Polite & Courteous

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We're Hiring!

Job Title: Forestry Worker

Responsible to: Forestry & National Parks

Working Hours: 07.00 am to 03.00 pm

Location: Le Niole

Main duties and responsibilities:

- Excavation works, digging of holes for planting trees.
- Participate in ground preparation and soil preparation/mixing for planting in nurseries or on plantation sites.
- Undertake Planting activities, Weeding, Hedging, collecting seeds for propagation, and potting seedlings.
- Work as part of the lorry crew to collect materials.
- Cleaning/slashing around the outstation area
- Step repairs on trails /assist in the construction of trail steps
- Assist in the maintenance of infrastructure and plantations
- Participate in fire prevention, Firefighting, maintenance of firebreak & other natural disasters
- Participate in standby & Patrol activities
- Handle and maintain the Grass cutter, Small chainsaw blower, and Power hedge trimmer
- Assist with controlling invasive species.
- Responsible for the landscaping and upkeep of SPGA's office grounds at Fond B'offay
- Responsible for the maintenance of all tools, equipment and machinery
- Operates tools and equipment at Fond B'offay for ground upkeep
- Ensure safety around the Fond B'offay office grounds
- Liaise with the inner island coordinator on all issues regarding the maintenance of all facilities at Fond B'offay to ensure continuity of service

Requirements

- Secondary level of education plus two years of related work experience.
- Physically fit and in good health conditions to conduct manual labor
- Ability to operate machinery and heavy-duty tools (preferably a male applicant)
- Proficiency in operating chainsaws and similar equipment safely
- Satisfactory experience in tree looping is preferred

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