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**CIRCULAR No. 59**  
**OSC Ref. C.6567<sup>12</sup>**

5<sup>th</sup> March, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following vacant posts in the **Institute of Forensic Science and Legal Medicine**:

1. **Manager, Information and Technology Communications (MIS/IT 6)**, salary range \$1,758,169 – \$2,089,910 per annum and any allowance(s) attached to the post.
2. **Information and Communication Technology Support Officer (MIS/IT 4) – (2 posts)**, salary range \$1,406,073 – \$1,671,378 per annum and any allowance(s) attached to the post.

#### **1. Manager, Information and Technology Communications (MIS/IT 6)**

##### **Job Purpose**

The incumbent will oversee the activities of all areas of Information Communication Technology in the Institute of Forensic Science and Legal Medicine; formulates, develops and implements Information Communication Technology (ICT) policies, plans and strategies to guide the Institute in achieving its goals and objectives both in the long and short terms.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Manages the Institute's Laboratory Information System (LIMS) database;
- Reviews the Institute ICT policies and procedures in accordance with industry standards;
- Participates in the Institute's Strategic Planning process – prepares and monitors the Division's Operational Plan and Budget ensuring the work of the Division is carried out according to plan and agreed targets;
- Participates as a member of the management team in planning, problem resolution and reviewing Division's performance;
- Provides guidance and advice to the Executive Director and Senior Directors on matters relating to ICT;
- Represents the Institute at meetings, conferences and other functions;
- Prepares Annual/Quarterly/Monthly and other Reports as required.

###### ***Technical/Professional:***

- Develops, implements, and maintains policies to guide and inform the use of ICT in the Institute;
- Map the business processes of the Institute and recommend new systems to improve productivity and efficiency;
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation;
- Plan the virtualization of the operating environment to increase productivity and reduce cost
- Establish on-going systems analysis for systems improvement and directs new system development;
- Provides technical expertise to the Institute;
- Directs the development of security strategies to protect the network and data;
- Directs the development of benchmark and baseline performance testing for in-house systems;
- Oversees the development of systems for the care and maintenance of computer and network equipment;

- Develops and maintains short and long-range plans for the implementation of technology within the Institute;
- Develops, reviews, evaluates and recommends proposals for hardware and/or software acquisition;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems;
- Develops training plan for ICT staff to achieve and maintain the relevant technical competencies to deliver quality IT support and service to the Institute;
- Charts new marketing direction for the Institute by utilizing social business;;
- Plans the implementation of open source platforms to reduce IT Costs;
- Adapts and changes ICT policies based on new internal and external demands.

***Human Resources:***

- Monitors and evaluates the performance of Direct Reports, prepares performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Contributes to the development and implementation of Succession Planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of the Division/Unit for the Orientation programme.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good leadership and management skills
- Good interpersonal skills
- Good problem solving skills
- Ability to work in a team
- Ability to work on own initiative

***Functional/Technical:***

- Sound knowledge of networking technologies and software development principles
- Knowledge of international standards and best practice in IT policy development and implementation
- Ability to direct and coordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications
- Knowledge of data security systems disaster recovery procedures
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business application
- Ability to communicate with and understand the requirements of professional staff in their area of specialization
- Knowledge of current technological developments/trends

**Minimum Required Qualification and Experience**

- Bachelors Degree in ICT Discipline with relevant managerial experience;
- Five (5) years' experience in a related field;
- Project Management training.
  
- Masters Degree in an ICT discipline with relevant managerial experience would be an asset;
- Certification in Cisco Network Administration would be an asset;
- Certification in Microsoft System Engineering would be an asset.

### **Special Condition Associated with the Job**

- Will be required to work long hours, after hours and on weekends and public holidays, when the need arises.

## **2. Information and Communication Technology Support Officer (MIS/IT 4) – (2 posts)**

### **Job Purpose**

The incumbent will administer the network system(s) of the Institute to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in meetings;
- Contributes to the development of Strategic/Operational Plans and Budget;
- Develops Individual Work Plan.

#### ***Technical:***

- Performs Daily administration of the LAN and WAN including system performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made and to determine where changes will need to be made in the future;
- Implements network security measures in order to protect data, software, and hardware;
- In response to newly identified security threats, rapidly identifies and fixes any network devices;
- Helps with the roll out of desktops PCs; such responsibilities will include software and hardware upgrade planning and the general execution of desktop rollouts;
- Configures and tests computer hardware, VOIP, networking software and operating system software;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;
- Performs miscellaneous job-related duties as assigned.

### **Required Knowledge, Skills and Competencies**

#### ***Technical:***

- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS, DHCP and IIS support functions
- Ability to install, configure and troubleshoot Windows 2003/2008 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Knowledge of in-house platforms such as Windows 2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition

#### ***Core:***

- Good oral and written communication skills
- Problem solving
- Ability to work in a team
- Ability to work on own initiative

### **Minimum Required Qualification and Experience**

- Bachelor's Degree or equivalent in an ICT related discipline with two (2) years proven working experience in computer networking;
- OR**
- Professional certification in computer networking (**MCSA, CCNA**) with one (1) year working experience.

**Special Condition Associated with the Job**

- Will be required to work long hours, after hours and on weekends and public holidays, when the need arises.

Applications accompanied by résumés should be submitted **no later than Friday, 16<sup>th</sup> March, 2018 to:**

**Senior Director  
Director Human Resource Management and Administration  
Institute of Forensic Science and Legal Medicine  
2½ Hope Boulevard  
Kingston 6**

Email: [vacanciesfslab@gmail.com](mailto:vacanciesfslab@gmail.com)

**Please note that only short listed applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
for Chief Personnel Officer (acting)