



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 360 **OSC Ref. C.6495⁴**

14th September, 2023

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

1. **Forensic Science Officer (SOG/ST 6) (Not Vacant) – Chemistry Department**, salary range \$4,594,306 - \$6,178,830 per annum and any allowance(s) attached to the post.
2. **Forensic Science Officer (SOG/ST 6) – (Not Vacant)**, salary range \$4,594,306 - \$6,178,830 per annum and any allowance(s) attached to the post.
3. **Management Accountant (FMG/PA 2) – (Not Vacant) Finance and Accounts Department**, salary range \$3,770,761 – \$5,071,254 per annum and any allowance(s) attached to the post.
4. **Senior Accounts Payable Officer (FMG/PA 1) (Vacant) – Biology (DNA)**, salary range \$3,094,839 – \$4,162,214 per annum and any allowance(s) attached to the post.
5. **ICT Support Officer (MIS/IT 4) (Vacant) - Information and Communication Technology Division**, salary range \$3,094,839 – \$4,162,214 per annum and any allowance(s) attached to the post.

1. Forensic Science Officer (SOG/ST 6)

Job Purpose

Under general supervision the incumbent will perform chemical and physical analysis and examinations of evidence using qualitative and quantitative techniques in one or more of the following: trace evidence, toxicological screening, drug analysis, fire debris, explosives and other miscellaneous items.

Key Responsibilities

Professional/Technical:

- Documents and reports casework results in the preparation of Laboratory Reports;
- Examines and tests materials such as viscera, body fluids, narcotics, vegetable matter, alcohols, petrol, debris, paint, glass, earth and any other substances, materials and objects which may constitute physical and chemical evidence;
- Analyzes physical evidence by chemical, physical and instrumental techniques;
- Makes field investigations at scenes of crime and other pertinent locations to search for, collect and preserve evidence which will be the subject of laboratory analysis and comparison;
- Assists in the preparation of findings for Court presentations;
- Troubleshoots equipment;
- Cleans and maintains routinely used apparatus and equipment assigned to the Section;
- Assists in the reconstruction of situations and physical evidence of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime;
- Receives and dispatches casework exhibits;
- Records evidential material tests performed and their results;
- Prepares reagents for analysis;
- Conducts presentations on Forensic Chemistry to groups and individuals;
- Reviews new techniques and procedures in the field of Forensic Chemistry;
- Consults with Investigating Officers, Attorneys, etc. in respect of casework status and findings;
- Examines photographs of crime scenes and other physical evidence.

Required Knowledge, Skills and Competencies

Core:

- Excellent written and oral communications skill
- Excellent word processing skills and related software applications
- Ability to multitask and prioritize
- Ability to quickly recognize and analyze irregular events
- Effectively operate a variety of forensic lab equipment
- Ability to maintain integrity at the highest level

Technical:

- Knowledge of the theory and application of organic, inorganic, analytical and physical chemistry
- Comprehensive knowledge of instrumental analysis including but not limited to gas chromatography, mass spectrometry, infrared analysis and ultraviolet analysis
- Demonstrated knowledge of Forensic Science operations
- Knowledge of Government practice, policy, procedure, statutes, ordinances and criminal law

Minimum Required Qualification and Experience

- Bachelor's Degree in Chemistry or other related sciences from an accredited University;
- Three (3) years relevant experience in Chemistry and/or Forensic Chemistry.

Special Condition Associated with the Job

- Exposure to hazardous chemical and/or situations;
- Emotional and mental stress associated with case histories.

2. Forensic Science Officer (SOG/ST 6)

Job Purpose

Under general supervision of the Chief Forensic Science Officer, the incumbent will perform scientific (including biological, chemical and physical) analysis and examinations of evidence using qualitative and quantitative techniques on one or more of the following: hair, skin, tissue, bone, teeth, semen, saliva, blood, debris etc. The incumbent will prepare DNA Reports and provide technical advice and guidance to members of the Criminal Justice System.

Key Responsibilities

Technical/Professional:

- Establishes and maintains accurate and detailed chain of Custody Records for casework analysis from Casework Submission to report preparation and delivery;
- Collects, examines, verifies, indexes, files, stores and signs for exhibits submitted by the Serology Unit;
- Secures physical and electronic evidence which include: DNA exhibits, samples, forensic forms, certificates, STR typing results (including Data Entry) and reports;
- Transcribes data from Laboratory Records/Books to Database Software correctly;
- Co-ordinates casework results in the preparation of Laboratory Reports;
- Performs casework analysis and analyses physical evidence such as hair, skin, semen, blood, tissue, bone, vegetable matter, debris, earth, paper, fabrics and any other substances, materials and objects which may constitute biological and serological evidence by chemical, physical and instrumental techniques. Physical techniques include the assessment/examination of human bones, teeth, tissue, hairs, tapelifts, blood sample swatches and bloodstained garments;
- Prepares statements and DNA Reports which include findings for Court presentations;
- Accompanies Forensic Offers to Court to review and formally critique expert testimony/ presentations

Required Knowledge, Skills and Competencies

Core:

- Excellent written and oral communications skills
- Excellent word processing and computer skills and knowledge of related DNA software applications

- Ability to multitask and prioritize
- Ability to quickly recognize and analyze irregular events
- Effectively operate a variety of forensic lab equipment
- Excellent analytical skills and ability to interpret complex information
- Ability to work in a team

Technical:

- Basic knowledge of the theory and application of molecular biology, biochemistry; organic, inorganic chemistry; and analytical chemistry
- Knowledge of principles, methods, materials, equipment and techniques of forensic science specific to DNA analysis
- Comprehensive knowledge of DNA extraction methods i.e. organic and inorganic; instrumental analysis including DNA quantification using Real Time Polymerase Chain Reaction (PCR), Amplification using Thermal Cyclers, STR typing using the Genetic Analyser and respective software ie ABI Data Collection and Genemapper; and DNA databasing and report writing
- Demonstrated knowledge of the Institute's operations
- Knowledge of Government practice, policy, procedure, statutes, ordinances and criminal law

Minimum Required Qualification and Experience

- Bachelor's Degree in Biology, Forensic Science or other related sciences from an accredited University or College. Coursework to include genetics, chemistry, statistics, biochemistry, and molecular biology;
- Quality laboratory experience in a forensic science/Molecular Biology environment and/or other related sciences and must additionally meet the requirements specified for a DNA Forensic Science Officer;
- Two (2) years related working experience in a biology and/or forensic biology.

Special Conditions Associated with the Job

- Exposure to hazardous chemical and/or situations;
- Emotional and mental stress associated with case histories.

3. Management Accountant (FMG/PA 2)

Job Purpose

Under the general supervision of the Director Finance and Accounts, the incumbent is responsible for improving the financial capacity of the Institute of Forensic Science and Legal Medicine, in the mission to manage financial resources efficiently and effectively. As recommended by the Executive Director, he or she is capitalizing on the benefits derived from positioning those resources so that deliverables are achieved in accordance with the guidelines and policies of the Government of Jamaica.

Key Responsibilities

Technical/Professional:

- Participates in developing of the Institute's Strategic and Operational Plans;
- Prepares and implements IFSLM Recurrent Budget, in accordance with:
 - ✓ The approved Co-operate Plan
 - ✓ The guidelines and policies of the GOJ
- Ensures that the Institute's Budget and Cash Flow are prepared in accordance with GOJ guidelines;
- Prepares the Institute's Budget through a process of co-ordination and consultation; whilst ensuring it is prepared in accordance with ceilings and guidelines outlined in the Budget Call;
- Maintains control over operational expenditure and also ensures that expenditures are maintained within the budgetary limits;
- Liaises with Programme Managers monthly to determine planned activities and funding requirements;
- Prepares Monthly, Quarterly and Annual Cash Flow as per guidelines.
- Allocates funds for programmes/activities in accordance with warrant ceilings and departmental priorities;
- Implements effective internal controls to contain expenditure within warrant limits;
- Prepares Work Plans in conjunction with direct reports;

- Provides technical and financial advice to the relevant persons;
- Authorizes warrant allocation/corrections/amendments;
- Authorizes commitment vouchers of approved recurrent and capital expenditures in accordance to GOJ/FAA Act guidelines;
- Authorizes payment and Journal Vouchers;
- Monitors all Journal Vouchers;
- Monitors Purchase Order and undischarged commitments;
- Authorizes return of funds and unclear Purchase Orders Vouchers;
- Prepares annual/supplementary expenditure estimates according to GOJ guidelines;
- Attends meetings and seminars on behalf of the Department internally and externally;
- Prepares budgetary analysis for decision making;
- Prepares monthly Variance Analysis Report as per expenditure statements;
- Obtains and analyzes Monthly Financial Statements to determine:
 - ✓ All funds have been utilized as stated in the approved Budget
 - ✓ Funds were efficiently employed
- Prepares Annual Wage Bill;
- Prepares and submits weekly reports to the Director;
- Conducts monthly visits and provides guidance to contracted funeral homes in preparing invoices and stipulated requirements in maintaining accounting records;
- Assists with the overall management of the Department;
- Assists with the preparation of the Department's Standard Operating Procedures Manual;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and in keeping with the requirements of the Access to Information Act.

Human Resource:

- Assists in the preparation of Unit's Work Plans;
- Monitors and evaluates the performance of direct reports, conducts Performance Appraisals and recommends and/or attaining established personal and/or organizational goals;
- Provides ongoing feedback to staff on their performance;
- Provides leadership and guidance to direct reports through object setting, effective planning, delegation, communication, training, mentoring and coaching and providing assistance and support;
- Participates in the recruitment of staff for the Department and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
- Completes and submits PMES Documentation within the specified time frame as outlined by the PMES Manual;
- Collaborates with the Human Resource Management and Administration Department in developing and implementing a Succession Planning Programme for the Department to facilitate continuity and the availability of required skills and competencies to meet the needs of the Department;
- Ensures the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department 's and Organization's goals;
- Assists with on the job training of new members of staff;
- Performs any other related duties that may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Government Accounting and Financial Management electronic system
- Working knowledge of the FAA Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good problem-solving skills
- Skill in operating a computerized accounting system

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University **or**;
- ACCA level 2 **or**;
- NVQJ Level 5, Accounting; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

4. Senior Accounts Payable Officer (FMG/PA 1)

Job Purpose

Reporting to the Manager, Accounts Payable & Payroll the incumbent is to ensure that all suppliers are paid in a timely manner and in compliance with the Government of Jamaica (GoJ), Financial Administration and Audit (FAA) Act, and the Public Procurement Act and Regulations.

Key Responsibilities

Technical/Professional:

- Conducts periodic checks of Registers (Rental/Leases and Payments);
- Checks and certifies all Payment Vouchers;
- Certifies vouchers in respect of cheques, cash and electronic payments;
- Monitors commitment schedules (new commitment and Purchase Orders);
- Prepares Monthly Accounts Payable Report;
- Supervises the Accounts Payable Officers;
- Prepares and submits Weekly Report to the Manager, Payable and Payroll;
- Re-verifies supporting documents for payments to ensure accuracy and completeness;
- Verifies and signs all prepared Tax Certificates for all withholding taxes;
- Maintains an efficient Filing System for all financial documents;
- Resolves issues that may arise with suppliers amicably;
- Certifies invoices and ensuring that goods and services are satisfactorily rendered;
- Prepares ad-hoc reports on request;
- Performs any other related duties that may be assigned from time to time.

Human Resource:

- Conducts Performance Evaluation Reviews for supervisee;
- Assists in the preparation of the Supervisee's Work Plans;
- Assists in the preparation of the Corporate/Operational Plan;
- Mentors staff towards achieving job fulfilment and general staff development;
- Provides ongoing feedback to staff on their performance;
- Assists with orientation and training of new staff.

Required Knowledge, Skills and Competencies

- Sound knowledge of accounting techniques, principles and practices
- Knowledge of Government Accounting and Financial Management Electronic System
- Comprehensive knowledge of Financial Administration and Audit Act
- Good oral and written communication skills
- Good knowledge of computer applications (Microsoft Excel)
- Good knowledge in operating computerized accounting systems (preferably FINMAN)
- Sound knowledge of the Government accounting standard and procedures
- Good analytical and problem-solving skills
- High level of integrity and confidentiality
- Excellent teamwork and co-operation
- Good analytical and judgment skills
- Good planning, organizing and problem-solving skills

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- A.Sc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc. in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University.

5. **ICT Support Officer (MIS/IT 4)**

Job Purpose

To 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/Administration:

- Participates in meetings;
- Contributes to development of Strategic\Operational Plans and Budget;
- Develops Individual Work Plan.
- 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;
- Rapidly identify and fix any network devices, in response to newly identified security threats,
- 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 determine hardware or software requirements related to such changes;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving skills
- Teamwork and co-operation
- Ability to use own initiative
- Good technical skills

Functional/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

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
- Professional certification in computer networking (**MCSA, CCNA**) would be an asset

Applications accompanied by Résumés should be submitted **no later than Wednesday, 27th September, 2023 to:**

**Director
Human Resource Management, Development and Administration (Acting)
Institute of Forensic Science and Legal Medicine
2 ½ Hope Boulevard
Kingston 6**

Email: vacanciesfslab@gmail.com

Please note that only shortlisted 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer