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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. **Forensic Medical Imaging Practitioner (HPC/MIP 2), - (2 posts)**, salary range \$3,759,184-\$4,468,488 per annum.
2. **Evidence Technologist (SOG/ ST 5), -(2 posts)**, salary range: \$3,501,526-\$4,709,163 per annum.
3. **Operations Manager (GMG/ SEG 2)**, salary range \$4,266,270– \$ 5,737,658 per annum.
4. **Property and Maintenance Supervisor (GMG/ SEG 1)**, salary range \$3,501,526- \$4,709,163 per annum.
5. **Maintenance Officer (SOG/ ST 4), -(2 posts)**, salary range \$2,803,771– \$ 3,770 per annum.
6. **Groundsman (LMO/TS 2)**, salary range \$18,647 – \$ 25,078 per week.
7. **Mortuary Attendant (HSC/HS 2), -(2 posts)**, salary range \$ 1,149,074 – \$ 1,365,888 per annum.
8. **Administration Manager (GMG/SEG 1)**, salary range \$ 3,501,526– \$ 4,709,163 per annum.
9. **Funeral Home Claims Administrator (GMG/AM 3)**, salary range \$2,190,302 – \$ 2,945,712 per annum.
10. **Customer Service Officer (GMG/AM 2)**, salary range \$1,711,060– \$ 2,301,186 per annum.
11. **Office Attendant (LMO/ TS 2), -(2 posts)**, salary range \$18,647 – \$ 25,078 per week.

1. **Forensic Medical Imaging Practitioner (HPC/MIP 2),**

Job Purpose

Reporting to the Senior Director, Forensic Pathology, the incumbent is responsible for providing radiographic and imaging services to support medico-legal autopsies and death investigations. The role utilizes digital X-ray technology to assist in determining cause of death, documenting injuries and foreign objects, and supporting the identification of human remains across a wide range of cases, including homicides, suspicious deaths, pediatric cases, and potentially infectious cases. The Practitioner performs routine, complex, and specialized radiographic procedures in accordance with established health and safety standards.

Key Responsibilities

Administrative

- Maintains proper documentation and records of cases processed, x-ray studies performed, equipment maintenance etc. to ensure proper continuity/chain-of-custody which may be required in homicide and criminally suspicious deaths, and to adhere to organizational quality practices;
- Follows standard operating procedures (SOPs) to ensure work complies with known standards of practice in radiography and forensic pathology, and, assists with updating SOPs when protocols change and/or new protocols, are required;
- Maintains dosimetry records in compliance with the Ministry of Health and Wellness, and Jamaica legislation and regulations for an x-ray environment;
- Perform other related duties as assigned by the Senior Director, Forensic Pathology

Professional/Technical

- Provides imaging technology services through the use of Digital X-ray to support death investigation services, including determining and applying technical and medical procedures necessary to prepare room, area, and cases for medical imaging in accordance with applicable health protection legislation;
- Evaluates quality of images, adjusting where necessary, recognizing the unique procedures and conditions; reviewing acquired x-ray images; determining if repeat or additional imaging/studies are required to complete the exam within IFSLM standards;
- Assists Forensic Pathologists with the identification of human remains, including comparing ante- mortem and post-mortem images, and producing images;
- Transfer of human remains from gurney to x-ray table (and vice versa) in a safe and dignified manner, with assistance;
- Performs quality assurance and control including assisting in the preparation and testing of new exams and protocols; conducting ongoing literature reviews to keep abreast of new trends in Digital X-ray including new standards, procedures and best practice and participates in the assessment/ evaluation of procedures, policies and protocols on forensic imaging technology services;
- Performs routine maintenance, monitoring and cleaning of equipment, ensuring all imaging and ancillary equipment are in good working order. Contacts the x-ray equipment vendor for direction/support as issues arise. Troubleshoots problems and provides the Operations Manager with recommendations for the best course of action in the event of equipment breakdown. Ensures compliance with environmental regulations, industry specific health and safety standards, and related legislative requirements;
- Uses computer software for logging of continuity/chain-of-custody information, workload data, results, preparation of protocols, preparation of presentations to manager and/or senior staff for equipment needs and research project initiatives and updates;
- Prepares written and electronic reports required to document all procedures and test results; maintains documentation to support continuity/chain-of-custody requirements;
- Understands and maintains health and safety practices and policies, including maintenance of a clean and tidy workplace to ensure a safe X-ray environment for self and others, and to ensure the production of high quality X-ray images. Understands the risks of ionizing radiation, mitigating and minimizing exposure risks to self and others by following strict standard operating procedures (SOPs) and known standards of practice within an x-ray environment, including dosimetry for x-ray workers;
- Practices 'universal precautions' in the context of working with potentially infectious human remains/tissues to ensure the safety of self and others;
- Maintains supplies and inventory to ensure continuity of service. Provides technical recommendations to the Operations Manager with respect to new products and equipment that are required;
- Collaborates and communicates with radiology consultants on complex cases or referrals, and with x-ray equipment vendor;
- Participates in the delivery of education sessions, lectures, seminars, workshops and demonstrations on techniques and use of imaging technology in death investigation to Forensic Pathologists, Coroners, Police Officers, colleagues, and imaging technology students;
- Participates in research activities to validate equipment and protocols, and to advance death investigation and the science of forensic post-mortem imaging.

Required Knowledge, Skills and Competencies

Core:

- Strong customer and quality focus skills;
- Goal/results oriented;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;

- Teamwork and co-operative;
- Strategic Vision;
- Analytical thinking;
- Change Management;
- Good use of Technology;
- Ability to multitask, organize, and prioritize workflow in a forensic X-ray environment;
- Time management skills necessary to meet established turnaround times;
- Communication skills to effectively liaise (internally) with medical and autopsy staff, and (externally) with consultants, x-ray equipment vendors, police, and other stakeholders;
- Ability to work independently under minimal supervision;
- Dignity and respect in working with human remains;
- Integrity, professionalism, and confidentiality.

Technical:

- Excellent technical skills to obtain radiographic images;
- Excellent technical skills to operate and maintain digital x-ray and ancillary equipment;
- Strong technical skills to perform standard and complex radiography techniques;
- Motor skills to operate x-ray and ancillary equipment;
- High level of knowledge to mitigate and minimize exposure to ionizing radiation;
- Physical ability to transfer human remains from gurney to x-ray table (with assistance), safely and with dignity;
- Excellent analytical and problem-solving skills to determine appropriate techniques to be used and perform image evaluation and analysis to ensure conformance to quality standards, and to resolve technical issues or problems related to image capture and equipment operation.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Radiography or Diagnostic Imaging
OR
- Advanced Diploma from a recognized institution in Diagnostic Radiography;
- Three (3) years of work experience as an X-ray Technologist;
- Prior experience with Forensic Radiography would be an asset, but not mandatory;
- Knowledge of relevant computer applications and usage.

Recommended Membership

- Membership in the Medical Technology Association of Jamaica (MTAJ) and Caribbean Association of Medical Technologist (CASMET).
- Other membership in similar professional association (AMT, etc).

Special Condition Associated with the Job

- Normal Office settings;
- May be required to work on weekends;
- potential exposure to ionizing radiation (controlled with building design and x-ray SOPs);
- Requires daily exposure to, handling of, and contact with tissues of infants, children and adults that may be contaminated, decomposed, and/or arthropod (insect) infested;
- Requires daily exposure to the extremes of trauma in infants, children, and adults;
- Requires frequent exposure to putrid odors;
- May involve exposure to biohazardous and infectious pathogens (e.g. viruses and bacteria, including HIV, tuberculosis, hepatitis, COVID-19 etc.);
- Requires daily exposure to highly graphic and emotionally disturbing crime-scene information;
- May be required to work outside the normal working hours due to the exigencies of the service.

2. Evidence Technologist (SOG/ ST 5)

Job Purpose

Reporting to the Senior Director, Forensic Pathology the incumbent provides comprehensive evidentiary and technical support to the Forensic Pathology Branch, accessioning, documentation, packaging, storage, transportation, and disposition of biological samples, specimens, retained organs, and evidentiary items collected during autopsies. The Evidence Technologist manages in-house storage of retained biological materials, co-ordinates external forensic and ancillary testing, and ensures full compliance with established SOPs, health and safety protocols, quality assurance standards, and chain-of-custody requirements to meet evidentiary standards of the Courts of Jamaica.

Key Responsibilities

Management/Administrative

- Complies with all quality assurance policy guidelines and work within the prescribed quality standards for the mortuary service;
- Liaise with Contracted Funeral Homes Owners to ensure issues identified are addressed effectively;
- Ensures that items are shipped for external testing;
- In-house management of retained/stored items;
- Proper record keeping is maintained for all samples and evidence collection;
- Provides technical support in the delivery of forensic autopsies to support the requirements of the justice system in Jamaica;
- Assists Forensic Pathologists with the documentation and tracking of all case related materials, including, but not limited to: documents/samples/trace evidence/biological specimens/personal effects/retained organs, ensuring accurate labelling and packaging of all items collected for examination, testing and/or storage;
- Data entry in laboratory information management system, including the use of bar code scanners and printers. Confirms items collected/retained are appropriately sealed, labelled, and packaged;
- Manages the in-house storage of biological samples using laboratory refrigerators and freezers; Maintains inventory of stored items;
- Monitors daily the laboratory refrigerators and freezers to ensure the integrity of items are maintained;
- Advises Operations Manager if equipment issues/malfunctions arise;
- Oversees and tracks disposition of retained items in compliance with departmental retention protocols, industry standards of practice, and laws of Jamaica re disposition of biological items;
- Retrieves, packages, and arranges transport for samples/evidence required for ancillary testing, ensuring correct documentation/paperwork is included and maintained, and that appropriate protective packaging is present prior to release from facility; Items to be sealed and/or placed in evidence bags to maintain continuity/chain-of-custody;
- Places personal effects in secure storage after autopsy (if required) and correctly documenting their release to police and/or funeral homes;
- Follows established health & safety practices and policies and complies with program area SOPs;
- Ensures work area is stocked with appropriate supplies (eg. forms, evidence bags, seals, gloves/masks, containers for transport etc.); retrieve supplies from supply room(s) as required;
- Cleans and disinfects all work areas, to include: computer equipment, bar code scanner/printer, and work counters;
- cleans and disinfects tubes/jars/containers/evidence bags used for the collection of samples/trace evidence/biological specimens/retained organs prior to storage and/or disposition;
- Ensures work area is clean and tidy to support a safe work environment;
- Communicates and collaborates effectively with staff, stakeholders, and testing agencies.
- Maintains proper documentation and retention of case related information, ensuring confidentiality and continuity/chain-of-custody are met to support the legislative requirements of the justice system in Jamaica;
- Uses computer software to enter data in the laboratory information management system, utilizes bar code scanner/printer for data entry and printing labels for samples/evidence/specimens/organs etc;
- Follows standard operating procedures (SOPs) and departmental policies to ensure work complies with known standards of practice in evidence collection/storage/retention/disposition, forensic pathology, and, the justice system of Jamaica;
- Creates, documents, and monitors inventory of retained biological and evidentiary items;

- Ensures all evidentiary materials are tagged/labelled/packaged appropriately, and double checked for accuracy prior to storage or disposition; Uses evidence bags and/or forensic seals;
- Creates correspondence with staff and stakeholders as it relates to the storage, testing, and disposition of all evidentiary items and case related material;
- Performs any other related duties that may be assigned from time to time by the Operations Manager or Forensic Pathologists.

Technical/Professional:

- Participates in the information of the Branch's Strategic Plan and Budget;
- Plans, directs and manages the activities within the Office;
- Ensures the proper functioning of office systems and equipment;
- Assists the technical laboratory team in the delivery of forensic pathology service operation to support the requirements of the justice system of Jamaica;
- Responsible for advising the Operations Manager of sensitive issues/matters;
- Maintains stringent health and safety practices and policies, ensuring compliance with program area standard operating procedures (SOPs), industry standards of practice, and established health & safety protocols.
- Advises Senior Director, Forensic Pathology, when discrepancies/errors are noted, resolving all issues prior to storage and/or disposition of case related evidentiary items.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good planning and organizing skills;
- Strong customer and quality focus skills;
- Goal/results oriented;
- Good problem-solving and decision-making skills;
- Teamwork and co-operative;
- Ability to use own initiative;
- Integrity;
- Analytical thinking;
- Excellent leadership skills;
- Change Management;
- Good use of Technology;
- Team building skills;
- Conflict resolution, problem-solving, and troubleshooting skills;
- Ability to work independently under minimal supervision;
- Dignity and respect in working with human remains;
- Integrity, professionalism, and confidentiality.

Technical:

- Working knowledge of relevant computer systems and applications;
- Sound judgment;
- Knowledge of justice system requirements for the handling and storage of forensic evidence to maintain continuity/chain of custody and ensure the integrity of case-related items;
- Ability to be resourceful and creative in approach to resolving issues;
- Fine motor skills, manual dexterity, and physical ability to dissect tissue, collect evidence/samples, operate equipment, and manipulate/lift/transfer human remains;
- Excellent computer skills to enter and track data, create documents, and troubleshoot issues;
- Excellent analytical, decision-making, and problem-solving skills to determine appropriate actions/methods/techniques to be used to analyze work in order to ensure conformance to quality standards, and to resolve issues or problems;
- Ability to multitask, prioritize and work under pressure.

Minimum Required Qualification and Experience

- Bachelors of Science Degree in (Biology, Health Sciences, or equivalent)
- Experience with Forensic Pathology/Mortuary operations or in a similar position;
- Three (3) years related working experience;
- Training in Project Management would be an asset.

Special Conditions Associated with the Job:

- Normal Office/Morgue Settings;
- May be required to work on weekends;
- Requires daily exposure to, handling of, and contact with tissues of infants, children and adults that may be contaminated, decomposed, and/or arthropod (insect) infested;
- Requires daily exposure to the extremes of trauma in infants, children, and adults;
- Requires frequent exposure to putrid odours;
- May involve exposure to biohazardous and infectious pathogens (e.g. viruses and bacteria, including HIV, tuberculosis, hepatitis, COVID-19 etc.);
- Requires daily exposure to highly graphic and emotionally disturbing crime-scene information;
- May be required to work outside the normal working hours due to the exigencies of the service.

3. Operations Manager (GMG/ SEG 2)

Job Purpose

Reporting to the Senior Director, Forensic Pathology the incumbent is responsible for providing oversight of the daily morgue operations and manages technical support staff. The role ensures effective scheduling, attendance monitoring, performance oversight, and compliance with continuity, chain-of-custody, confidentiality, and security standards. In addition, the Operations Manager is also responsible for maintaining a safe work environment, identifies equipment, supply, and staffing needs, and coordinates facility maintenance and repairs to ensure operational integrity and justice system requirements are not compromised.

Key Responsibilities

Management/Administrative:

- Reviews and revises the Office's internal policies and procedures to ensure they are in accordance with policies, guidelines and regulations;
- Assists in ensuring the Unit's Plan is implemented and agreed targets are achieved.
- Ensures preparation of reports within the established timelines;
- Assists with the development of Budget and Operational and Work Plans;
- Represents the Branch at meetings, conferences and other functions;
- Communicates the Branch's policies, objectives and procedures.
- Complies with human resources (HR) practices, policies, directives and collective agreements in relation to day-to-day management of staff, recruitment, training and development, and labour relations, including creating and maintaining associated HR documents and files;
- Create staff work schedules, adjusting as necessary to fill vacancies and ensure appropriate staffing levels meet day-to-day operational requirements. Recommend and track vacation requests, Departmental and sick leave;
- Create and maintain files for equipment and supply inventory, including vendors of record. Placing orders to maintain supply levels, tracking orders, and following up as required. Advising senior management of supply chain issues and/or the need to make significant purchases (i.e. equipment replacement);
- Maintaining documentation of facility related matters, including issues that need to be addressed, repairs, maintenance, and housekeeping. Creating correspondence/reports to advise senior management;
- Maintains proper documentation and retention of case related information, ensuring confidentiality and continuity/chain-of-custody are met to support the legislative requirements of the justice system in Jamaica;
- Uses computer software (e.g. Word, Excel) for creating staff work schedules, training tracking attendance, incident reports, workload data, equipment and supply ordering, facility related information, preparation of presentations to staff and senior management, and enter/monitor data in the laboratory information management system;

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 attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Section are clearly identified and addressed, and co-ordinate welfare activities;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Establishes and maintains a proper system of checks and balances with respect to the work of assigned staff;
- Conducts onboarding sessions assessments and makes recommendations for required training and development programmes for assigned staff and new hires;
- Performs any other related duties that may be assigned from time to time by the Senior, Director Forensic Pathology.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Strong customer and quality focus skills;
- Goal/results oriented;
- Excellent problem-solving and decision-making skills;
- Teamwork and co-operative;
- Ability to use own initiative;
- Strategic vision;
- Integrity;
- Analytical thinking;
- Excellent leadership skills;
- Change Management;
- Competent use of Technology;

Functional

- Oversight skills to monitor daily operation, equipment/supply needs, and facility related issues;
- Time management skills necessary to forward plan and meet established turnaround times;
- Collaboration with staff, senior management, ministry officials, and stakeholders;
- Conflict resolution, problem-solving, and troubleshooting skills;
- Ability to work independently under minimal supervision;
- Dignity and respect in working with human remains;
- Integrity, professionalism, and confidentiality.
- Very good working knowledge of relevant computer systems and applications;
- Sound judgment;
- Ability to be resourceful and creative in approach to resolving issues;
- Excellent technical skills and knowledge to advise and direct staff re-appropriate autopsy, body handling, and evidence/sample collection techniques;
- Excellent technical skills and knowledge to safely operate and teach the use of autopsy related equipment, including: scalpels, forceps, scissors, syringes, bone saws, digital cameras, and ladders, and other mortuary equipment, including body transport and storage equipment;
- Fine motor skills, manual dexterity, and physical ability to dissect tissue, collect evidence/samples, operate equipment, and manipulate/lift/transfer human remains;
- Excellent computer skills to enter and track data, create documents, and troubleshoot issues;
- Excellent analytical, decision-making, and problem-solving skills to determine appropriate actions/methods/techniques to be used to analyse work in order to ensure conformance to quality standards, and to resolve issues or problems;
- Ability to multitask, prioritize and work under pressure.

Minimum Required Qualification and Experience

- Bachelors of Science Degree in (Biology, Health Sciences, Forensic Science or equivalent)
- Experience with Forensic Pathology/Mortuary operations or in a similar position;
- Training in Supervisory Management would be an asset.
- Training in Project Management would be an asset.

Special Conditions Associated with the Job

- Normal Office Settings;
- May be required to work on weekends;
- Requires daily exposure to, handling of, and contact with tissues of infants, children and adults that may be contaminated, decomposed, and/or arthropod (insect) infested.
- Requires daily exposure to the extremes of trauma in infants, children, and adults;

- Requires frequent exposure to putrid odours;
- May involve exposure to biohazardous and infectious pathogens (e.g. viruses and bacteria, including HIV, tuberculosis, hepatitis, COVID-19 etc.);
- Requires daily exposure to highly graphic and emotionally disturbing crime-scene information;
- May be required to work outside the normal working hours due to the exigencies of the service.

4. Property and Maintenance Supervisor (GMG/ SEG 1)

Job Purpose

Reporting to the Operations Manager, the incumbent is responsible for managing, coordinating, and directing the effective, efficient, and ergonomic services of Forensic Pathology. The Property and Maintenance Supervisor is also responsible for the management of building systems to include the HVAC, generator, solar, water, distribution systems, sewerage disposal systems, and refrigeration systems. The incumbent is also required to identify risks and develop risk mitigation strategies.

Key Responsibilities

Technical/Professional:

- Participates in the formulation of the Branch's Strategic Plan and Budget;
- Provides technical advice to the Operation Manager and other stakeholders on office and facility management matters;
- Ensures the proper functioning of office systems, utilities and specialized equipment;
- Administers Leave Records in accordance with the Institute's leave policies and procedures;
- Provides subject matter expertise in facility management issues related to the Forensic Pathology Branch including input for maintenance, small works, and upgrades of specialized program-related equipment;
- Maintains stringent health and safety practices in compliance with Standard Operation Procedure (SOPs) with industry standards, and established health and safety protocols;
- Monitors equipment and supplies to ensure continuity of service and uninterrupted operational capacity, placing orders in a timely manner when required;
- Conducts proper and timely assessments of health and safety risk and implements mitigation measures identified to ensure continuity of service;
- Ensures supplies and equipment are at a capacity sufficient to ensure uninterrupted service levels, placing orders in a timely fashion when required.

Management/Administrative:

- Ensures a clean, secure, and comfortable working environment conducive to operational efficiency and effectiveness;
- Liaises with the Operations Manager to facilitate repairs, improvements to utility management and general waste disposal;
- Assists with the development of budgets, operational plans, and work plans;
- Manages the movement of office furniture within the Forensic Pathology Branch;
- Conducts timely assessments of occupational health and safety risks and implements appropriate mitigation measures;
- Develops, implements, and reviews operational systems and procedures, to guide service delivery and manage emergency situation;
- Assists with the procurement of supplies used by the Branch and ensure their safe and proper storage;
- Monitors and verifies that work performed by contractor and initiates follow-up where agreed standard are not met meets;
- Assists with the preparation of tender documents and the selection of contractors for property management and related projects;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Builds and maintains effective professional relationships with internal and external stakeholders;
- Ensures the maintains an up-to-date inventory register for all equipment and machinery;
- Reviews best practices and recommends strategies to improve operations within the Forensic Pathology Branch;
- Provides leadership support through coaching, mentoring, training, and guidance to staff;
- Creates and maintain files for equipment and supply inventories including vendors of record, tracking orders and following up as required;
- Ensures staff compliance with organizational policies, procedures, and regulations;

- Maintains documentation of facility related matters, including issues that need to be addressed, repairs, property management, and maintenance. Creating correspondence/reports to advise senior management;
- Maintains proper documentation and retention of case related information, ensuring confidentiality and continuity/chain-of-custody are met to support the legislative requirements;
- Utilizes computer software (e.g. Word, Excel), laboratory information management system) schedules for reporting training records, inventory tracking, incident reports, and, preparation of presentations;
- Ensures that identification and provision of necessary tools, equipment, and furniture to support productive work;
- Maintains documentation of facility-related matter including repair, maintenance, disaster management, and report to Operation Manager;

Required Knowledge, Skills and Competencies

Core

- Good management, planning and decision-making skills;
- Good communication, interpersonal and team skills;
- High level of initiative, professionalism & good work ethics;
- Excellent time management & organization skills;
- Ability to work under pressure;
- Attention to detail;
- Ability to multi-task;
- Negotiation and analytical skills;
- Strong problem-solving skills.

Technical

- Very good working knowledge of relevant computer systems and applications;
- Sound judgment;
- Ability to be resourceful and creative in approach to resolving issues;
- Excellent analytical, decision-making, and problem-solving skills to determine appropriate actions/methods/techniques to be used to analyze work in order to ensure conformance to quality standards, and to resolve issues or problems;
- Knowledge of the principles, methods and requirements of workplace health and safety programs
- Proficiency in computer applications relevant to the job;
- Ability to multitask, prioritize and work under pressure.

Minimum Required Qualification and Experience

- A Bachelor's Degree in Business Administration/Studies, Public Administration or related discipline
- Five (5) years' experience in facility, administrative or office management or related area, two (2) of which should be at the Supervisory level
- Training in Supervisory Management;
- Specialized Training in Air Conditioning and Refrigerator would be an asset

Special Conditions Associated with the Job

- Normal Office settings;
- May be required to work on weekends;
- Requires frequent exposure to putrid odours;
- May involve exposure to biohazardous and infectious pathogens (e.g. viruses and bacteria, including HIV, tuberculosis, hepatitis, COVID-19 etc.);
- May be required to work outside the normal working hours due to the exigencies of the service.

5. Maintenance Officer (SOG/ ST 4).

Job Purpose

Reporting to the Property and Maintenance Supervisor the incumbent is to inspect, maintain and repair machinery, equipment and facilities to ensure optimal operational performance, safety and reliability.

Key Responsibilities

Technical /Professional:

- Performs routine inspections and preventive maintenance on machinery, electrical systems, HVAC, Plumbing and other facility equipment;
- Diagnoses faults and malfunctions using technical manuals, diagnostic tools and test equipment;
- Repairs or replace defective components, ensuring minimal disruption to production;
- Maintains accurate logs of maintenance activities, parts used and repairs performed;
- Assists in installation, commissioning, and upgrades of equipment;
- Follows technical drawings, schematics and manuals to execute maintenance tasks;
- Ensures all work complies with safety, environmental and quality standards;
- Uses technical manuals, diagnostic tools, and experience to identify root causes of equipment failures and perform necessary repairs efficiently;
- Assists in installing new machinery, upgrading existing equipment, and ensuring proper setup and calibration;
- Calibrates instruments and control systems regularly to ensure accuracy;
- Stays updated with technological advancements through training programs;
- Participates in continuous training to stay current with technological advancements and maintenance best practices.

Administrative:

- Maintains organized records of maintenance activities, parts inventory, and equipment history;
- Coordinates with production teams to schedule maintenance activities with minimal impact on operations;
- Assists in managing spare parts inventory, ensuring stock levels are adequate;
- Report to supervisor on maintenance progress, issues, and safety incidents;
- Coordinates with production teams to plan maintenance activities that minimize impact on operations;
- Participates in or lead initiatives aimed at optimizing maintenance processes, reducing costs, and improving safety;
- Supports compliance audits and safety inspections.

Human Resource:

- Adheres to company policies, procedures, and code of conduct;
- Participates in safety meetings and training sessions;
- Fosters a safety-first environment by actively participating in safety meetings, reporting hazards, and promoting best practices;
- Supports onboarding and mentoring of new technicians or trainees as required.

Required Knowledge, Skills and Competencies

Core:

- Attention to detail and quality orientation;
- Excellent communication and teamwork abilities;
- Reliability and punctuality;
- Safety-conscious mindset;
- Strong customer and quality focus skills;
- Goal/results oriented;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;
- Good use of Technology;
- Time management skills necessary to meet established turnaround times;
- Ability to work independently under minimal supervision;
- Integrity, professionalism, and confidentiality.

Minimum Required Qualification and Experience

- Bachelor's Degree in Mechanical Engineering, Electrical Engineering, Industrial Technology, or related fields;
- Relevant Certifications (e.g., HVAC, electrical, mechanical) would be an asset
- Minimum two (2) years of experience in maintenance or a related field
- Knowledge of relevant computer applications and usage.

Special Condition Associated with the Job:

- Normal office settings;
- May be required to work on weekends;
- Work may be performed in manufacturing plants, facilities, or outdoor environments;
- May require standing, walking, bending, and lifting heavy objects;
- May be required to work outside the normal working hours due to the exigencies of the service.

6. Groundsman (LMO/TS 2),

Job Purpose

Reporting to the Property and Maintenance Supervisor the incumbent is to ensure the beautification of the Forensic Pathology Suites by maintaining a well-kept ground and ensure the proper working order of tools and other equipment. Ensure the proper use, maintenance and security of the Forensic Pathology Suites' fixed assets on the premises and deliver good customer relations to internal and external customers.

Key Responsibilities

Technical/Professional:

- Cleans the grounds on a daily basis;
- Cuts the hedging;
- Trims the trees;
- Monitors the ground and entrance of the property;
- Removes debris and garbage from the premises on a daily basis;
- Washes company vehicles;
- Liaises with company representatives;
- Provides guidance to clients;
- Provides safe custody for personal properties of clients left on the compound.

Required Knowledge, Skills and Competencies

Core:

- Integrity;
- Customer and quality focus;
- Team work and cooperation;
- Adaptability;
- Social skills;

Technical:

- Good reading ability;
- Sound knowledge of the job;
- Must be pleasant;
- Use of initiative;
- Be punctual;
- Be reliable
- Be courteous;
- Be able to work with little or no supervision;
- Excellent people skills;
- Be honest and confidential.

Minimum Required Qualification and Experience

- Completion of Secondary Education
- Minimum of two (2) years working experience;
- Training in Horticulture would be an asset.

Special Condition Associated with the Job

- Expected to work outdoors on a regular basis;
- May be required to work beyond normal working hours to meet deadlines;
- May be required to work on weekends, public holidays and nights.

7. Mortuary Attendant (HSC/HS 2).

Job Purpose

Reporting to the Operations Manager the incumbent is responsible for assisting in the delivery of an efficient and high-quality mortuary service. This includes the cleaning and disinfection of mortuary and laboratory areas, as well as the safe removal and disposal of hazardous and biological waste generated within the Operations Section. Additionally, the Mortuary Attendant is responsible for maintaining the cleanliness of family areas, washrooms, and locker rooms, as well as ensure that equipment's and surrounding are clean and that waste and other hazardous material are disposal in strict accordance with the Standard Operating Procedures of the Forensic Pathology Branch.

Key Responsibilities

Technical/Professional:

- Cleans and disinfects the autopsy room floors at appropriate times (e.g. autopsy and X-ray rooms when not in use);
- Cleans laboratory areas, including doors, windows, furniture, and equipment surfaces;
- Cleans and sanitizes washrooms and locker rooms, including toilets, sinks, and showers;
- Ensures the daily cleaning and sanitation of the mortuary and designated common areas;
- Maintains adequate sanitary supplies in washrooms and locker rooms (e.g. soap, paper towels, toilet paper, sanitizer);
- Ensures janitorial equipment is clean, functional, and ready for use;
- Prepares, maintains, and replenishes cleaning supplies from the storage area;
- Disposes of waste, recyclables, hazardous, and non-hazardous materials in accordance with established procedures;
- Ensures cleanliness of equipment and surroundings in keeping with Standard Operating Procedures and quality standards of the mortuary service;

Management/Administrative

- Maintains accurate cleaning records and logs for all assigned areas;
- Reports accidents, incidents, safety hazards, and faulty or damaged building components in accordance with established protocols;
- Notifies the Supervisor/Administration Manager when supplies are low and require reordering;
- Assists with inventory control, stores management, and distribution of supplies;
- Monitors stock levels and submits supply requisitions as required;
- Assists with relocating office furniture and equipment as directed;
- Provides courteous and professional assistance to staff, visitors, and other stakeholders;
- Assists with basic administrative tasks such as photocopying, filing, binding, and document sorting;
- Complies with all quality assurance policies and prescribed standards governing mortuary and health and safety policies;
- Performs other related duties that may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Ability to maintain accurate records, including cleaning logs and supply usage;
- Ability to prioritize daily duties to ensure timely completion of assigned tasks;
- Effective time management skills to ensure all assigned areas are cleaned daily;
- Sound judgement to access sensitive areas only when authorized and in accordance with established facility protocols;
- Demonstrates tact, sensitivity, and professionalism when working in proximity to bereaved relatives;
- Upholds confidentiality and integrity at all times;
- Punctual and reliable in attendance.

Technical:

- Knowledge of the safe use, handling, and disposal of cleaning chemicals and tools;
- Ability to comply with applicable regulatory cleaning protocols and occupational health and safety standards;
- Ability to maintain a clean, safe, and sanitary mortuary and laboratory environment in compliance with GOJ, MOHW, and departmental policies and procedures at all times.

Minimum Required Qualification and Experience

- Completion of Secondary Education;
- Specialized Training in Janitorial Services would be an asset
- One (1) year related working experience.

Special Condition Associated with the Job:

- Exposure to unpleasant sights and putrid odours;
- Exposure to hazardous chemicals;
- Exposure to potentially infectious biological waste;
- Work environment may include wet and slippery floor.

8. Administration Manager (GMG/SEG 1)**Job Purpose**

Reporting to the Senior Director, Forensic Pathology, the incumbent is responsible for supervising, coordinating, planning and controlling administrative strategies being applied to the Forensic Pathology Branch. The Administration Manager is also responsible to develop and implement appropriate mechanisms for ensuring an ergonomically sound and safe work environment, effective equipment, adequate furniture and materials.

Key Responsibilities***Management/Administrative:***

- Reviews and revises the Office's internal policies and procedures to ensure they are in accordance with office administration procedures;
- Ensures that the Leave of Absence Cards are properly maintained;
- Assists in ensuring the Unit's Plan is implemented and agreed targets are achieved.
- Ensures preparation of reports within the established timelines;
- Assists with the development of Budget, Operational and Work Plans;
- Represents the Branch/Section at meetings, conferences and other functions;
- Ensures that the Attendance Register for both Administration and Operations staff are properly maintained;
- Investigate complaint received from Customer Service Officer;
- Communicates the Branch's policies, objectives and procedures.

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 attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Branch are clearly identified and addressed, and co-ordinate welfare activities;
- Establishes and maintains a system that fosters a culture of teamwork, Employee empowerment and commitment to the Branch and Organization's goals;
- Establishes and maintains a proper system of checks and balances with respect to the work of assigned staff;
- Conducts training needs assessments and makes recommendations for required training and development programmes for assigned staff;
- Performs any other related duties that may be assigned by the Senior Director, Forensic Pathology.

Technical/Professional:

- Participates in the information of the Branch's Strategic Plan and Budget;
- Plans, directs and manages the activities within the Offices;
- Provides technical advice to the Senior Director, Forensic Pathology and other stakeholders on office procedures matters;

- Assists in developing a Disaster Recovery Plan for equipment and furniture for the Offices;
- Ensures the proper functioning of office systems and equipment;
- Ensures scheduled servicing and repairs of assets;
- Ensures proper management of the office facilities, security and property;
- Monitors general expenditure and disbursement of funds for goods and services purchased for budget control purposes;
- Conducts Routine Inventory Audits;
- Administers Leave Records in accordance with the Institute's leave policies and procedures;
- Maintains the Attendance Register and verify Attendance and Punctuality Reports;
- Ensures that officers are aware of and adhere to the policies, procedures and regulations of the Offices and the Staff Orders;

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills;
- Good planning and organizing skills;
- Strong customer and quality focus skills;
- Goal/results oriented;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;
- Teamwork and co-operative;
- Ability to use own initiative;
- Strategic Vision;
- Integrity;
- Analytical thinking;
- Excellent leadership skills;
- Change Management;
- Good use of Technology;
- Social Skills.

Technical

- Working knowledge of GOJ Procurement Guidelines;
- Working knowledge of relevant computer systems and applications;
- Sound knowledge of Office Administration;
- Ability to be resourceful and creative in approach to resolving issues;
- Ability to multitask, prioritize and work under pressure.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration or equivalent from a recognized tertiary institution with three (3) years of experience in a similar position;
- Training in Supervisory Management;

Special Conditions Associated with the Job

- Normal Office Settings;
- May be required to work outside the normal working hours due to the exigencies of the service.

9. Funeral Home Claims Administrator (GMG/AM 3)

Job Purpose

Reporting to the Administration Manager the incumbent is responsible for the effective processing of Funeral Home claims submitted to the Forensic Pathology Branch, ensuring compliance with contractual agreement and standard operating procedures.

Key Responsibilities

Administrative:

- Prepares letters and memoranda for review and signature by the Administration Manager;
- Develops Individual Work Plan aligned with the overall operational plan of the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares minutes and reports as required;
- Maintains adherence to customer service principles, standards and performance measurements;
- Contributes to a system that promotes a culture of teamwork, employee empowerment and commitment to the goals of the Division and the organization.

Technical:

- Ensures that all Funeral Home claims are stamped and signed by the Divisional Commander, or by his/her designated representative in the Police Division where the contracted Funeral Home is located;
- Funeral Home Claims logged in the database and then processed;
- Claims submitted to the Records Officer to verify post mortem and DNA release dates;
- Compiles spreadsheet to show the total amount to be paid;
- Maintains a spreadsheet reflecting the period from the date of death to the post-mortem date or DNA release date in order to determine the total cost payable to the Funeral Home;
- Prepares minute sheet for each claim verified;
- Completed Funeral Homes Claim submitted to the Administration Manager for a preliminary review;
- Approved Funeral Homes Claim are submitted to the Accounts and Finance department for payment;
- Updates and maintains database with claims and supporting documentation;
- Engages with internal and external stakeholders to support operational objectives;
- Conducts research and prepare draft responses to funeral home claims correspondence for vetting by the Administration Manager;
- Demonstrates professionalism, credibility and integrity in the performance of duties to promote and maintain a positive and credible image of the office;
- Possesses in-depth knowledge of organizational operations and policies, enabling accurate and timely responses to enquiries, requests or issues;
- Performs any other duties assigned by the Administration Manager.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal skills.
- Strong oral and written communication skills.

Technical

- Advanced proficiency in Word Processing and Excel.
- Advanced knowledge of computerized management systems and relevant applications.
- Strong planning and organizing skills.
- Excellent knowledge of records management and office procedures.
- Effective time management and organizational abilities.

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Office Administration, Administrative Management, Management Studies, Public/Business Administration or related Social Sciences; Certificate in Administrative Management Level 2 (CAM 2)
- Two (2) years' experience in an Office Management environment.

Special Conditions Associated with the Job

- Manages a high volume of incoming telephone calls.

10. Customer Service Officer (GMG/AM 2)

Job Purpose

Reporting to the Administration Manager the incumbent is responsible for providing exceptional service to customers by responding to inquiries, resolving complaints, and offering information about the Forensic Pathology Branch's services. The CSO acts as a key liaison between the organization and its customers and stakeholders ensuring satisfaction while contributing to the overall efficiency and effectiveness of the Branch and the organization.

Key Responsibilities

Managerial/Administrative:

- Records and maintain detailed logs of customer interactions and transactions;
- Generates daily, weekly, and monthly reports on customer service activities;
- Maintains updated records in Customer Service Management System or ticketing systems;
- Manages filing systems and ensure data confidentiality;
- Escalates unresolved issues to appropriate personnel;
- Suggests and implement process improvements based on customer feedback;
- Assists in developing and maintaining Standard Operating Procedures (SOPs) in accordance with the Citizen's Charter;
- Conducts sensitization training for new or relief Telephone Operators;
- Reports telephone equipment or service complaints; liaise with telephone service providers;
- Assists with photocopying, signing for incoming mail and packages, and making general announcements.

Human Resource:

- Contributes to and maintain a culture of teamwork, employee empowerment, and commitment to organizational goals;
- Supports onboarding and mentoring of new customer service team members;
- Participates in internal training sessions and workshops;
- Promotes collaboration and respect within the customer service team;
- Performs any other related duties as assigned by the Administration Manager.

Required Knowledge, Skills and Competencies

Core:

- Word processing and computer literacy;
- Excellent interpersonal, verbal, and written communication skills;
- Active listening, empathy, and conflict resolution;
- Problem-solving and analytical thinking;
- Attention to detail and accuracy;
- Adaptability to fast-paced environments;
- Time management and organizational skills.

Functional/Technical:

- Knowledge of relevant computer applications;
- Planning and organizational skills;
- Knowledge of Records Management and office procedures;
- Ability to apply technical solutions to customer issues;
- Familiarity with Service Excellence Policy and Framework 2022.

Minimum Required Qualification and Experience

- Associate Degree Administrative management, management Studies, Public/Business
OR
- Diploma in Office Administration, Administrative management, management Studies, Public/Business Administration or related social sciences;
- Two (2) years' experience in an Office Management environment;
- Training in Customer Service.

Special Conditions Associated with the Job:

- High volume of incoming telephone calls;
- May be required to work beyond normal working hours;
- Office environment with prolonged sitting.

11. Office Attendant (LMO/ TS 2).

Job Purpose

Reporting to the Administration Manager, the incumbent is responsible for supporting the daily operations of the Administration Section by maintaining a clean, safe, and orderly working environment in accordance with public health standards. The role also provides hospitality, Office Services and basic administrative support services, contributing to the overall efficiency, professionalism, and effective functioning of the section.

Key Responsibilities

Technical/Professional:

- Prepares venues, conference rooms, and refreshments for meetings and official events;
- Delivers, collect, and distributes mail, files, newspapers, stationery, and packages internally and externally;
- Assist with inventory control, stores distribution, and monitoring of stock levels;
- Submits supply requisitions as required to maintain adequate stock levels;
- Assists with photocopying, filing, binding, sorting, and general document handling;
- Assists with the collection of lunches, refreshments, and other items for meetings and event;
- Performs daily cleaning, sanitization, and inspection of offices, conference rooms, restrooms; kitchens, and common areas within the Administration Section;
- Ensures the cleanliness and proper upkeep of kitchen and lunch areas;
- Disposes of waste and recyclables in accordance with established procedures;
- Replenishes consumables such as soap, tissue, sanitizer, and related supplies;
- Identifies and report maintenance issues, safety hazards, and facility-related concerns to the Administration Manager;
- Provides courteous, professional assistance to staff, visitors, and stakeholders;
- Supports a positive, safe, and orderly work environment through cooperation and teamwork;
- Performs duties as relief Telephone Operator
- Performs any other related duties assigned by the Administration Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Customer and quality focus
- Confidential
- Problem solving and decision making skills
- Team work and cooperation
- Initiative
- Planning and organizing
- Integrity
- Compliance
- Interpersonal skills.

Functional/Technical:

- Problem Solving & Decision Making
- Analytical thinking

Minimum Required Qualification and Experience

- At least two (2) CXC including English Language;
- Completion of Secondary Education;
- One (1) year related working experience
- Valid Food Handler's Permit.

Special Conditions Associated with the Job:

- Customer Service;
- Basic Computer Skills.

Applications accompanied by Résumés should be submitted **no later than Friday, 13th March, 2026 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 read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**