



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

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1st September, 2026

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 **Corporate (Main) Office, Institute of Forensic Science and Legal Medicine**:

1. **Data Protection Officer (GMG/SEG 2) (Vacant)**, salary \$4,266,270 per annum.
2. **Management Accountant (FMG/PA 2) (Vacant)**, salary \$4,266,270 per annum.
3. **Manager, Financial Systems (FMG/PA 2) – (Not Vacant)**, salary \$4,266,270 per annum.
4. **ICT Support Officer (MIS/IT 4)** salary \$3,501,526 per annum.
5. **Senior Payroll Officer (FMG/AT 3) - (Not Vacant)**, salary \$2,190,302 per annum.
6. **Accounts Payable Officer (FMG/AT 3) (Not Vacant)**, salary \$2,190,302 per annum.
7. **Office Attendant (LMO/TS 2) - (Vacant)**, salary \$18,647 per week.

1. **Data Protection Officer (GMG/SEG 2)**

Job Purpose

Under the direction of the Executive Director, the Data Protection Officer (DPO) will primarily be responsible for assessing the Institute's data compliance readiness and advising the Executive Director on any noticeable gaps or areas that could be strengthened, make recommendations for mitigation, provide a Gantt schedule, provide advice regarding Data Protection Impact Assessments (DPIAs) and acting as a contact point for data subjects and the Office of the Information Commissioner (OIC). The DPO is also required to draft and finalize a ready-to-implement Privacy Governance Framework and review the Data Privacy Notice for adequacy.

Key Responsibilities

Professional/Technical:

- Ensures the Institute maintains compliance with the Data Protection Act, 2020;
- Assesses the Institute's current processing of personal data and develop SOPs for improvement. To do this, the Data Protection Officer will be required to:
 - Conduct a mapping exercise of the Institute;
 - Develop process flow diagrams with attending descriptions and procedures of existing processes;
 - Propose recommended changes to the processing of personal data, including but not limited to (i) modifying forms used (ii) restriction of access/authorizations where necessary, etc.
- Prepares the Institute for registration and lead on the registration of the Institute as a Data Controller;
- Assists the Institute with the development of internal policies and procedures related to processing personal data;
- Prepares and submits routine and special reports, as required;
- Ensures that data controllers and data subjects are informed about their data protection rights, obligations and responsibilities and raises awareness about them;
- Provides strategic legal and regulatory guidance to the Executive Director and Senior Management on privacy and data protection issues, laws and trends;
- Supports a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture;
- Trains and sensitizes staff and other users;
- Determines internal processes and fees for dealing with access requests from data subjects and procedures for reporting and remedying breaches;

- Assists the Institute in the development of appropriate evaluation instruments which will be used to shortlist applicants, and screen successful applicants during the interview process;
- Participates in the recruitment and selection process;
- Researches, designs, and implements Data Protection Governance Frameworks and strategies to manage the use of personal data in compliance with the requisite standards and guidelines;
- Completes the assessment by mapping data processing activities within the Institute, recording the purposes of the processing and a description of the data protection measures employed for each activity as well as the territories with which data is shared;
- Participates in quarterly reviews with the Executive Director to assess progress and address any concerns;
- Provides a ready-to-implement Privacy Governance Framework.

Management/Administrative

- Contributes to the development of the Unit's operational plan and budget;
- Develops and implements operating systems and processes including tools and other resources to guide research activities and ensure validity and accuracy of the data collected and generated;
- Develops and maintains an appropriate system of record keeping for all aspects of data protection.

Human Resource

- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff;
- Performs any other related functions assigned from time to time by the Executive Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent problem solving and analytical skills and good judgement exercised;
- Excellent planning and organizing skills;
- Excellent oral and written communication skills;
- Strong coaching, leadership and management skills;
- Strong interpersonal skills;
- Excellent Teamwork/ cooperation skills;
- Strong presentation skills;
- Demonstrated ability to develop new concepts and/or to conduct independent research;
- Ability to work effectively in stressful and time sensitive scenarios;
- Ability to demonstrate a high level of professionalism;
- Detail oriented.

Technical:

- Sound knowledge of proposal and report writing;
- Knowledge of cybersecurity risks and information security standards;
- Understanding of research methods and techniques;
- Good knowledge of records and information management systems;
- Knowledge and understanding of the Data Protection Act;
- Experience in managing data incidences and breaches;
- Proficiency in the use of relevant computer applications including spreadsheet and statistical software.

Minimum Required Qualification and Experience

- A Bachelor's Degree or higher qualification in a relevant field, such as law, information technology, data protection, computer science or a similar field;
- In-depth knowledge and understanding of data protection laws and regulations, particularly the Data Protection Act, 2020;
- Demonstrated experience in data protection and privacy, including policy development, compliance, and incident response;
- Professional certifications in data protection and privacy (e.g., Certified Information Privacy Professional (CIPP) is desirable;
- Exposure to legal training;
- Three (3) years related working experience.

2. Management Accountant (FMG/PA 2)

Job Purpose

Reporting to the Director, Finance and Accounts, the Management Accountant 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 in accordance with the guidelines and policies of the Government of Jamaica.

Key Responsibilities

Management/Administrative

- Maintains professional relationship with external and internal stakeholders;
- Participates in team efforts to achieve Unit's and Institute's goals;
- Provides information to internal and external stakeholders;
- Reviews and recommends changes in procedures to improve effectiveness and efficiency to systems and procedures;
- Manages activities within established regulations;
- Prepares and submits reports as requested;
- Establishes targets and set assignments in consultation with Director, Finance and Accounts.

Technical/Professional

- Participates in developing of the Institute's Strategic and Operational plans.
- Prepares and implements IFSLM Recurrent Budget, in accordance with:
 - The approved Cooperate 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 of 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 with GOJ/FAA Act guidelines;
- Authorizes payment and journal vouchers;
- Monitors all journal vouchers;
- Monitors purchase order and undischarged commitments;
- Authorizes the 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.

Required Knowledge, Skills and Competencies

Core:

- Excellent presentation and oral and written communication skills.
- Excellent knowledge of computer applications.
- Excellent analytical and problem-solving skills.
- Excellent leadership interpersonal skill.
- High level of integrity and confidentiality.
- Excellent teamwork and cooperation.
- Excellent analytical and judgment skills;
- Excellent planning, organizing and problem-solving skills
- Skill in operating computerized accounting systems.
- Tenacity

Technical:

- Excellent knowledge of Accounting Principles and Practices.
- Excellent of Government Accounting and Financial Management electronic system.
- Expect knowledge of Financial Administration and Audit Act.
- Expect knowledge of Government accounting standard and procedures.

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.
- Five (5) years relevant working experience

3. Manager, Financial Systems (FMG/PA 2)

Job Purpose

Under the general direction of the Director, Finance & Accounts, the incumbent will be responsible for the effective, efficient and economical use of all computerized financial systems within the Finance and Accounts Department so as to ensure the Unit's compliance with established systems, procedures and guidelines.

Key Responsibilities

Technical/Professional:

- Provides efficient and effective support services through the proper administration of all computerized financial system in the Finance and Accounts Unit;
- Ensures that all hardware and software failures are properly recorded, reported and resolved;
- Submits requests for enhancement, modification, etc. of the financial system to the Ministry of Finance;
- Ensures the physical and data security of the prescribed financial system hardware and software and maintains its inventory;
- Administers data access security, password security and ensures function access maintenance;
- Maintains the Chart of Accounts;
- Checks and certifies Invoices re payment for goods and services in relation to hardware and software maintenance;
- Establishes codes, customizes events and executes other technical operations in respect to the financial system;
- Monitors daily back up of the system and effect the opening and closing of accounting periods;
- Ensures that all accounts are kept current and all financial and other management reports are generated on a timely basis;
- Ensures the proper management and operation of the prescribed financial system, payroll system, and the Electronic Employee Payroll Payment Stem (EEPPS) to obtain system performance and efficient computer utilization;
- Provides training and technical assistance to authorized users;
- Assists in the implementation and operation of the accrual-based accounting system;

- Liaises with the Ministry of Finance and the Public Service for updates and decisions on technical matters.

Management/Administrative

- Ensures the provision of updated guidelines and manuals to all users of the system;
- Ensures that the financial system is satisfying the accounting and reporting requirements of The Institute's internal management, the Ministry of Finance and the Public Service and the Auditor General;
- Participates in the development and implementation of new operational system that end users will use to perform their duties;
- Coordinates the work flow of the various operational processes and resolve any obstacle affecting the smooth operation of the financial system;
- Ensures that consistent practices are used throughout the Unit so as to maintain the integrity of the system;
- Works with the IT department to meet business requirements;
- Ensures that a system of trouble shooting is implemented to assist users in resolving problems;
- Monitors continuously the level of accuracy of data inputs and the quality of data outputs to ensure that the system is generating accurate, complete and reliable information.

Required Knowledge, Skills and Competencies

- Sound knowledge of Financial Management Information Systems
- Knowledge of Government Accounting and Commercial Accounting Procedures
- Basic knowledge of System and Database Administration
- Working knowledge of current computer system technology

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.
- Three (3) years working experience

4. ICT Support Officer (MIS/IT 4)

Job Purpose

Under the supervision of the Manager of Information & Communication Technology, the ICT Support Officer is responsible for administering 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;

Technical Skills

- 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 identify and fix 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 test 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;
- Makes recommendations to the Network Manager about recommended software and hardware the Institute should invest in;
- Provides end user support including problem resolutions relating to hardware, software, and communication issues;
- Performs data backups and disaster recovery operations;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine network startup and shutdown procedures, and maintain control records;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, 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.
- Expertise with network monitoring and analysis tools.
- Must be able to communicate with and understand the requirements of professional staff in area of specialty.
- Knowledge of current technological developments in area of work.

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.

5. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Manager, Accounts Payable & Payroll the incumbent will ensure that payroll controls for monthly and fortnightly payrolls are accurately checked and are in keeping with Government guidelines.

Key Responsibilities

Technical

- Ensures that payroll (monthly/fortnight) are accurately calculated and submitted in the stipulated time frame for payment;
- Prepares all salary-related reports in a timely manner;
- Updating of the payroll software within the stipulated time frame;
- Ensures that all anomalies are promptly investigated and corrected;
- Certifies payment vouchers of allowances claims prepared by salary officer;
- Ensures the accuracy of the interim payroll information;
- Addresses any payroll related concerns/issues that may arise;
- Verifies the statutory deduction letters prepared for clients;
- Upload to the Central Payroll Processing System (CPPS) payroll changes for approval by the Manager, Accounts Payable & Payroll in the stipulated time frame;
- Prepares requisition for statutory payments to be made;
- Reviews all employees (subsistence, supper, out of base) allowances;
- Filing of SO1 and SO2 forms with Tax Authority of Jamaica (TAJ) within the stipulated time frame;
- Any other related duties that may be assigned from time to time.

Human Resource

- Conducts performance reviews for direct report (s);
- Assists in the preparation of work plans;
- 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**Core:**

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good Problem solving skills

Functional/Technical:

- Skill in operating a computerized accounting system.
- Knowledge of Government Accounting and Financial Management electronic system.
- Working knowledge of the Financial Administration and Audit Act.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree or
- Successful completion of 3 three years of any of the Bachelor's Degree programmes mentioned above.
- Three (3) year experience in government accounting.

6. Accounts Payable Officer (FMG/AT 3)**Job Purpose**

Reporting to the Senior Accounts Payable Officer, the incumbent is to ensure that payments to suppliers and service providers are done in a timely manner and in compliance with the Government of Jamaica (GOJ) guidelines and regulations.

Key Responsibilities**Technical/Professional:**

- Prepares rental/contractual payments within the stipulated timeframe;
- Updates the Rental Register on a monthly basis;
- Prepares payment vouchers on the relevant accounting system;
- Reverification of invoices to ensure accuracy before submitting for payment;
- Prepares monthly report;
- Prepares ad-hoc reports on request;
- Verifies all prepared Tax Certificates for all withholding taxes;
- Maintains an efficient filing system for all financial documents;
- Resolves invoice discrepancies by liaising with suppliers and internal customers;
- Verifies that invoices are certified for payments and that goods and services are satisfactorily rendered;
- Any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Government Accounting and Financial Management electronic system.
- Working knowledge of the Financial Administration and Audit Act.
- Good oral and written communication skills.
- Excellent planning and organizing skills
- Problem solving skills.
- Skill in operating a computerized accounting system.
- Work well in a team and on an individual basis.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 &3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree or
- Successful completion of 3 three years of any of the Bachelor's Degree programmes mentioned above.
- Three (3) year experience in government accounting.

7. Office Attendant (LMO/TS 2)

Job Purpose

Reporting to the Director, Administration and Asset Management, the incumbent is to ensure that the staff is provided with a clean working environment in accordance with public health requirements.

Key Responsibilities

Technical/Professional:

- Liaises with the Director, Administration and Asset Management regarding planning activities;
- Ensures the preparation of conference rooms and refreshments for meetings and events;
- Conducts daily inspections of offices and conference rooms to ensure that they are properly cleaned and dusted;
- Receives and assists with the distribution of Newspapers, mail and stationery to staff;
- Assists with the collection of lunches, refreshments and items for meetings as directed;
- In the absence of the Senior Office Attendant reviews work performed by the Office Attendants and Grounds men to ensure a high standard of work is undertaken and maintained;
- Collects items for functions as instructed;
- Assists the Director, Administration and Asset Management with the preparation of Venues for activities/ events;
- Assists with the Delivery of mails to other Ministries, Department and Agencies as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Team work and co-operation
- Initiative
- Good planning and organizing skills
- Integrity
- Compliance
- Good interpersonal skills

Minimum Required Qualification and Experience

- At least two (2) CXC Including English Language;
- Completion of Secondary Education;
- One (1) year related working experience.

Applications accompanied by Résumés should be submitted **no later than Monday, 14th September, 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.



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