



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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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 **Forensic Pathology Branch (Autopsy Suite), Institute of Forensic Science and Legal Medicine:**

1. **Property and Maintenance Supervisor (GMG/SEG 1)**, salary: \$3,501,526 per annum.
2. **Maintenance Officer (SOG/ST 4)**, salary: \$2,803,771 per annum.
3. **Groundsman (LMO/TS 2)**, salary: \$18,647 per week.
4. **Office Attendant (LMO/TS 2)**, salary: \$18,647 per week.

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

Job Purpose

Under the direction of the Operations Manager, the Property and Maintenance Supervisor 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;
- Ensure 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;
- Create 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, maintenance.
- Creates 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 Manger.

Human Resource

- Develops and manages the performance through coaching, mentoring, training, feedback, and corrective action where necessary;
- Administers leave records in accordance with the leave policies and procedure;
- Creates staff work schedules and adjusts as required to meet operational needs;
- Identifies staff development needs and recommends appropriate training and development programme leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Coordinates staff welfare and activities and ensure staff welfare and developmental needs are addressed;
- Establishes system that fosters teamwork, employee empowerment, accountability and commitment to organization's goals;
- Maintains effective system of checks and balances in supervising staff;
- Conducts onboarding sessions and training need assessments for new and existing staff;
- Participates in the recruitment and selection of staff and recommends movement where appropriate;
- Approves and tracks vacation, sick, and departmental leave in keeping with HR policies;
- Conducts regular and ad hoc staff meetings as required;
- Ensures staff awareness of and adherence to the Institute and Branch policies, procedures, and regulations;
- Fosters a harmonious working and collaborative working relations;
- Conducts performance appraisals in accordance with required standard and timeline;
- Performs any other related duties that may be assigned from time to time by the Operations 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:

- Proficiency in mechanical, electrical, and pneumatic systems;
- Ability to read and interpret technical drawings and manuals;
- Familiarity with maintenance management software;
- Knowledge of safety standards and regulations (e.g., OSHA, ISO);
- Basic welding, plumbing, or HVAC skills (as applicable).

Minimum Required Qualification and Experience

- Associate 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 Conditions Associated with the Job:

- Normal office settings/Morgue environment.
- 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.

2. Maintenance Officer (SOG/ST 4).**Job Purpose**

Under the direction of the Property and Maintenance Supervisor, the Maintenance Officer is responsible for inspecting, maintaining, and repairing machinery, equipment, and facilities to ensure optimal operational performance, safety, and reliability. This role supports the organization's production and operational goals by minimizing downtime and ensuring compliance with safety and quality standards. The Maintenance Officer plays a vital role in ensuring the continuous and efficient operation of machinery, equipment, and facilities. The incumbent primary goal is to perform preventive, corrective, and predictive maintenance activities to minimize downtime, extend equipment lifespan.

Key Responsibilities***Technical/Professional:***

- Performs routine inspections and preventative maintenance on machinery, electrical systems, HVAC, plumbing, and other facility equipment;
- Diagnoses faults and malfunctions using technical manuals, diagnostic tools, and testing 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;
- Use 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 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.

Management/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;
- Reports 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

- Adhere to company policies, procedures, and code of conduct;
- Participate in safety meetings and training sessions;
- Foster a safety-first environment by actively participating in safety meetings, reporting hazards, and promoting best practices;
- Support 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.

Technical:

- Proficiency in mechanical, electrical, and pneumatic systems;
- Ability to read and interpret technical drawings and manuals;
- Familiarity with maintenance management software;
- Knowledge of safety standards and regulations (e.g., OSHA, ISO);
- Basic welding, plumbing, or HVAC skills (as applicable).

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 Conditions 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.

3. Groundsman (LMO/TS 2)

Job Purpose

Under the directive of the Property & Maintenance Supervisor, the Groundsman's responsibility 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 Branch' fixed assets on the premises and deliver good customer relations to internal and external customers.

Key Responsibilities

Technical/Professional:

- Cleans and maintains the grounds daily to ensure a clean and presentable environment;
- Trims hedges and trees as required to maintain landscaping standards;

- Monitors the grounds and entrances of the property to ensure safety and security;
- Removes debris and garbage from the premises on a daily basis;
- Washes and maintain company vehicles;
- Liaises with company representatives as needed to support operations;
- Provides guidance and assistance to clients on-site;
- Assists with the removal, relocation, or setup of office equipment;
- Ensures the safe custody of personal properties of clients left on the compound.

Required Knowledge, Skills and Competencies

Core

- Good reading ability
- Sound knowledge of the job
- Must be pleasant
- Able to use initiative and work with little or no supervision
- Punctual, reliable, and honest;
- Pleasant, courteous, and able to maintain confidentiality
- Integrity
- Customer and quality focus
- Teamwork and cooperation
- Adaptability
- Excellent people and social skills
- Good social skills
- Compliance
- Initiative

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Regular work is conducted outdoors/Morgue environment.
- May be required to work beyond normal working hours, including nights and weekends.

4. Office Attendant (LMO/TS 2)

Job Purpose

Under the general supervision of the Administration Manager, the Office Attendant 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, collects, and distributes mail, files, newspapers, stationery, and packages internally and externally;
- Assists 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 skills
- Team work and co-operation
- Initiative
- Good planning and organizing skills
- Integrity
- Compliance
- Good interpersonal skills
- Good customer and quality focus skills

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Normal office settings/Morgue environment
- May be required to work extended hours
- May be required to perform physical tasks, including lifting and moving office furniture
- Frequent use of cleaning agents (PPE provided).

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)**