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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. **Manager, Financial Systems (FMG/PA 2)**, salary range \$2,023,418 - \$2,405,108 per annum and any allowance(s) attached to the post.
2. **Manager, Payable and Payroll (FMG/PA 2)**, salary range \$2,023,418 - \$2,405,108 per annum and any allowance(s) attached to the post.
3. **Human Resource Officer (GMG/SEG 1)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
4. **Senior Final Accountant (FMG/PA 1)**, salary range \$1,341,866 – \$1,789,576 per annum and any allowance(s) attached to the post.
5. **Senior Accounts Payable Officer (FMG/PA 1)**, salary range \$1,341,866 – \$1,789,576 per annum and any allowance(s) attached to the post.
6. **Senior Payroll Officer (FMG/AT 3)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
7. **Accounts Payable Officer (FMG/AT 3)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
8. **Accounts Payable Officer (Salaries) (FMG/AT 3)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
9. **Commitment Control Officer (FMG/AT 3)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
10. **Administrative Assistant (GMG/AM 2)**, salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post.
11. **Groundsman (LMO/TS 2)**, salary range \$9,860– \$11,156 per week.
12. **Mortuary Attendant (HTAC/HT 2)**, salary range \$796,385 – \$946,651 per annum and any allowance(s) attached to the post.
13. **Mortuary Attendant (HSC/HS 2)**, salary range \$547,619 – \$650,947 per annum and any allowance(s) attached to the post.

1. **Manager, Financial Systems (FMG/PA 2)**

**Job Purpose**

Under the general direction of the Director, Finance and 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 and the Public Service;
- 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 effects 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;
- Co-ordinates the work flow of the various operational processes and resolves any obstacles 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 the Government Financial Management Systems (GFMS)
- 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 from a recognized University, **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

**2. Manager, Payable and Payroll (FMG/PA 2)**

**Job Purpose**

The incumbent ensures the processing, control and payment of Monthly and Fortnightly Salaries and Allowances for staff and consultants of the Institute of Forensic Science and Legal Medicine and that it is done in accordance with the Financial Administration and Audit (FAA) Act and Government of Jamaica (GOJ) standards. He/she ensures that payments to suppliers of goods and services, mileage claims and other allowances for staff, are paid in an effective and efficient manner.

## **Key Responsibilities**

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

- Ensures that the Monthly, Interim and Fortnightly Payrolls are prepared so as to facilitate timely payment;
- Reviews all relevant information concerning the payment of salaries, upon receipt;
- Prepares Monthly and Fortnightly Statutory Deduction Reports;
- Updates Payroll System;
- Maintains Payroll Cashbook;
- Verifies all recurrent payments via the Central Payroll Processing System (CPPS);
- Ensures that advances and overpayment of salaries are promptly recovered;
- Checks and certifies payment vouchers prepared by Salary Officer;
- Ascertains the accuracy of deduction listing;
- Adjusts Payroll errors and responds to complaints;
- Checks and authorizes Journal Vouchers entered for statutory payments made by Accountant General;
- Updates and maintains data entered on the Payroll System for new employees;
- Maintains record of payroll adjustments;
- Ensures the accuracy, availability and confidentiality of payroll records;
- Investigates discrepancies concerning payroll transactions and submits findings to the Senior Director of Accounts and Finance;
- Implements a proper system that ensures timely and accurate payment of invoices, bills, grants and other payments;
- Monitors and maintains Imprest System;
- Prepares report of unpaid bills and un-discharged commitments;
- Authorizes the issue, cancellation, withdrawal, voiding, replacement and reprinting of cheques that have errors;
- Analyzes payment request in respect of authenticity, cash flow and budgetary provisions and where satisfactory, submits to Clerk for payment;
- Ensures the payment of all utility bills on behalf of the Organization;
- Ensures expenses and commitments are correctly classified and coded as per Chart of Accounts;
- Monitors and ensures the deduction of withholding taxes from supplier invoices;
- Reviews, edits and signs Travel Report;
- Liaises with external and internal clients regarding payment and invoice queries;
- Submits monthly reports on accounts payables, payroll and bills outstanding.

### ***Managerial/Administrative:***

- Responds to inquiry regarding payroll matters;
- Monitors and ensures the balancing of Salary Controls;
- Authorizes salary payment vouchers and reimbursements;
- Approves Bank transfers to facilitate deposit to staff salary accounts and external clients;
- Signs salary verification letters and letters to financial institutions;
- Participates in the development of the Department's Budget and Strategic and Operational Plans;
- Prepares Work Plans for the Unit;
- Provides technical financial advice to the relevant persons;
- 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 the requirements of the Access to Information Act.

### ***Human Resource:***

- Reviews Work Plans for staff and ensures timely submission;
- Liaises with Statutory Bodies in respect of Statutory payments;
- Completes and submits PMAS Documentation within the specified time frame as outlined by the PMAS Manual;
- Conducts Performance Reviews for staff;
- Coaches and mentors staff towards achieving the Unit's objectives and personal development;
- Provides ongoing feedback to staff on their performance;
- Schedules Monthly Unit Meetings with team members and provides Minutes to the Senior Director;
- Assists with on the job training of new members of staff;
- Monitors and evaluates the performance of Direct Reports;
- Participates in the recruitment of staff for the Unit and recommends promotion, termination and leave in accordance within established policies and procedures;

- Participates in developing and implementing a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Institute;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching to staff directly supervised;
- Ensures identification of welfare and developmental needs of Direct Reports and addresses same;
- Establishes a work environment that fosters teamwork and ultimately the Organization's goals;
- Performs any other related duties that may be assigned from time to time, by the Senior Director, Finance and Accounts.

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

- Sound knowledge of accounting techniques, principles and practices
- General understanding of GOJ procurement process
- Ability to review processes and to compare information in order to identify discrepancies
- Good oral and written communication skills
- Comprehensive knowledge of the FAA Act
- Good analytical and problem-solving skills
- Excellent leadership and interpersonal skills
- High levels of integrity
- Excellent use of own initiative
- Ability to work in a team
- Excellent analytical and judgment skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Skill in operating a computerized accounting system

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

## **3. Human Resource Officer (GMG/SEG 1)**

### **Job Purpose**

Under the supervision of the Director, Human Resource Management and Administration, the incumbent will be responsible for managing the development and delivery of training, the development of programmes for the Institute's staff and the implementation and monitoring of the GOJ Performance Management Appraisal System (PMAS).

### **Key Responsibilities**

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

- Collaborates with the Director, Human Resource Management and Administration, in the development of Human Resource Development policies for the Institute. Reviews and recommends amendments to Human Resource Development Policies and Strategies based on the impact of implementation and ensures their alignment with the Institute's Strategic Objectives and practices;
- Collaborates with other practitioners in the Human Resource Management and Administration (HRM&A) Department to facilitate the design and implementation of Human Resource (HR) strategies and programmes in a seamless and synergetic manner;
- Participates in the development of the Corporate and Operational Plans and budget for the Department;
- Collaborates with the Director, HRM&A, in the development of the Annual Training Plan and Budget for the Institute. Conducts periodic cost and productivity analyses and initiates and/or makes recommendations for changes, where necessary, to achieve established goals;

- Provides direction in the development/revision of curriculum for training programmes, training needs assessments and other activities to support the effective design and delivery of training interventions;
- Develops and utilizes appropriate tools/matrices to evaluate the effectiveness of Human Resource Development activities and inform decision making;
- Manages the administration of the Succession Planning Programme;
- Designs and manages a professional and leadership development programme that enhances and reinforces a high performance culture and supports the Succession Planning Programme;
- Leads the development and implementation of the Institute's Orientation Programme to provide new recruits with an understanding of the Institute's role and function and facilitates quick and smooth transition into the Institute's culture; periodically reviewing the programme to ensure relevance to the needs of new recruits;
- Establishes effective working relationship with line managers to learn more about the business of the Institute in order to provide appropriate advice on Human Resource Development issues;
- Collaborates with line managers in the identification of scarce skills and critical competencies necessary to achieve the Institute's Strategic Objectives;
- Leads in the maintenance of a skill/competency database including key positions and talents for the Institute; Oversees and ensures the maintenance of Employees' Training and Development Records;
- Co-ordinates the development of a pool of internal trainers to conduct specific training in their areas of expertise;
- Participates in the design/review of the Institute's Performance Management System;
- Ensures that effective communication mechanisms are utilised in the advertisement of all training and development opportunities;
- Liaises with the Director, Organizational Development, in periodically reviewing and analyzing the Institute's manpower needs and makes recommendations to management for adjustment to the Institute's and manpower, where necessary;
- Develops, in collaboration with Director HRM&A, Executive Director and MNS, a project plan for the development of the PMAS in the Institute and manages/supports the designated project team through to implementation;
- Ensures knowledge of the PMAS through the design and conduct of PMAS sensitisation sessions within the Institute;
- Facilitates Unit Work Plan sessions as necessary;
- Develops and maintains customised PMAS manuals, templates, forms, policies and procedures for the Hospital, in keeping with the PMAS guidelines;
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff;
- Ensures that staff eligible for an increment/award are identified, and the relevant HR Officers and Payroll notified in the stipulated timeframe;
- Participates in the work of the Internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Keeps abreast of current and emerging performance management, Human Resource Development trends and best practices and utilizes them for continuous improvement of the overall human capital development within the Institute.

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

- Integrity and confidentiality
- Ability to exercise sound judgement
- Strong customer orientation skills
- The ability to prioritize amongst conflicting demands
- Excellent HR/people management skills
- The ability to motivate and influence others
- Strong leadership skills
- Excellent inter personal skills
- Excellent oral and written communication skills
- Excellent critical thinking, analytical and problem solving skills

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

- First Degree in Human Resource Management, Business or Public Administration or equivalent professional qualification;
- Three (3) years' experience in a Human Resource Management or management capacity;
- Specialized training in Employee Performance Management.

#### **4. Senior Final Accountant (FMG/PA 1)**

##### **Job Purpose**

Under the general direction of the Director, Finance and Accounts, the incumbent is responsible for managing the preparation of Financial Statements and Reports for the Institute of Forensic Science and Legal Medicine.

##### **Key Responsibilities**

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

- Participates in the development of the Institute's Budget and Strategic and Operational Plans;
- Provides technical financial advice to the relevant persons;
- Ensures that the filing and retentions/storage of records are undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and the requirements of the Access to Information Act.

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

- Prepares Financial Reports for review by the Director;
- Liaises with the Director in relation to Programme Expenditures' performance against budgets;
- Ensures the prompt preparation of monthly statements of expenditure and commitments for the Department;
- Prepares monthly virement, where applicable;
- Assists in the preparation of notes to the Appropriation Accounts and the Auditor General's Annual Report;
- Submits Revenue Statements to the Director for verification;
- Ensures Imprest is balanced in an accurate manner;
- Monitors warrant issued, warrant transfers, warrant adjustments and advances to ensure they are properly brought to account;
- Monitors receipts and lodgements, ensuring that they are correctly posted and reflected in their respective accounts;
- Monitors journal vouchers for salary, advance clearance and other adjustments that are reflected in the account;
- Certifies payment and journal vouchers;
- Submits to the Director, signed Financial Statements, in respect to close-off period;
- Prepares and submits weekly reports to the Senior Director;
- Provides technical advice.

###### ***Human Resource:***

- Completes PMAS Documentation and submits within the specified time frame as outlined by the PMAS Manual;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Organization's goals.

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

- Sound knowledge of accounting techniques, principles and practices
- Knowledge of Government Accounting and GFMS
- Ability to review processes and compare information in order to identify discrepancies and deviating circumstances
- Comprehensive knowledge of the FAA Act
- Excellent knowledge of computer applications
- Sound knowledge of the Government accounting standard and procedures
- Good analytical and problem-solving skills
- Good oral and written communication skills
- Excellent leadership, judgment and interpersonal skills
- High levels of integrity
- Excellent use of own initiative
- Ability to work in a team
- Excellent planning and organizing skills
- Skill in operating a computerized accounting system
- Tenacity

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

- AAT Level 3, **or**;
- ACCA-CAT Level 3, **or**;
- ACCA Level 1, **or**
- Diploma in Accounting from a recognised University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, **or**;
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognised University.

## **5. Senior Accounts Payable Officer (FMG/PA 1)**

### **Job Purpose**

Reporting to the Manager, Accounts Payable and Payroll, the incumbent is to ensure that all suppliers are paid in a timely manner and in compliance GOJ, FAA Act and the Public Procurement Act and Regulations.

### **Key Responsibilities**

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

- Conducts periodic checks of Registers (Rental/Leases and Payments);
- Checks and certifies all payment vouchers;
- Certifies vouchers in respect of cheques, cash and electronic payments;
- Monitors Commitment Schedules (new Commitment and Purchase Orders);
- Prepares monthly Accounts Payable Report;
- Supervises the Accounts Payable Officers;
- Prepares and submits weekly report to the Manager, Payable and Payroll;
- Maintains Cheques Signing Register;
- Re-verifies supporting documents for payments to ensure accuracy and completeness;
- Verifies and signs all prepared Tax Certificates for all withholding taxes;
- Maintains an efficient filing system for all financial documents;
- Resolves amicably, issues that may arise with suppliers;
- Certifies invoices and ensures that goods and services are satisfactorily rendered;
- Prepares Ad-hoc Reports on request;
- Performs any other related duties that may be assigned.

#### ***Human Resource:***

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

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

- Sound knowledge of accounting techniques, principles and practices
- Knowledge of Government Accounting and Financial Management electronic system
- Comprehensive knowledge of the FAA Act.
- Good oral and written communication skills
- Good knowledge of computer applications (Microsoft Excel)
- Good knowledge in operating computerized accounting systems (preferably GFMS)
- Sound knowledge of the Government accounting standard and procedures
- Good analytical and problem-solving skills
- High level of integrity and confidentiality
- Ability to work in a team
- Good judgment skills
- Good planning and organizing skills

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

- AAT Level 3, **or**;
- ACCA-CAT Level 3, **or**;
- ACCA Level 1, **or**

- Diploma in Accounting from a recognised University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, **or**;
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognised University.

## **6. Senior Payroll Officer (FMG/AT 3)**

### **Job Purpose**

Under the supervision of the Manager, Accounts Payable and 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/Fortnightly) are accurately calculated and submitted in the stipulated time frame for payment;
- Prepares all salary-related reports in a timely manner;
- Updates 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;
- Uploads 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;
- Files SO1 and SO2 Forms with Tax Administration of Jamaica (TAJ) within the stipulated time frame;
- Performs 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**

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

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

- AAT Level 3, **or**;
- ACCA-CAT Level C, **or**;
- ACCA Level 1, **or**;
- Diploma in Accounting from a recognized University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3, **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.



## **7. 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 GOJ guidelines and regulations.

### **Key Responsibilities**

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

- Prepares rental/contractual payments within the stipulated timeframe;
- Updates the Rental Register on a monthly basis;
- Prepares payment vouchers on the relevant accounting system;
- Re-verifies 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;
- Performs any other related duties that may be assigned from time to time.

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

- Knowledge of Government Accounting and GFMS
- Working knowledge of the FAA Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good problem-solving skills
- Skill in operating a computerized accounting system
- Work well in a team and on an individual basis

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

- AAT Level 3, **or**;
- ACCA-CAT Level C, **or**;
- ACCA Level 1, **or**;
- Diploma in Accounting from a recognized University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3, **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

## **8. Accounts Payable Officer (Salaries) (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 GOJ's Guidelines and Regulations.

### **Key Responsibilities**

- Prepares bills and invoices for the deduction and payment of all withholding taxes;
- Maintains the Payment and Travel Registers;
- Prepares spreadsheet for 2% and 3% withholding taxes;
- Numbers and inserts payment vouchers into the accounting system for certification;
- Collates utility bills receives for payment;
- Checks and codes the payment vouchers for supper, mileage and subsistence claims;
- Prepares and submits payment vouchers to Certifying Officer;
- Checks funeral homes' invoices received for payment;
- Calculates stipend for interns, accurately, at the prescribed rate;

- Maintains Filing System for Financial Records;
- Resolves discrepancies on invoices by liaising with suppliers and internal clients;
- Ensures that invoices are duly certified and that goods and services are provided satisfactorily;
- Performs any other related duties that may be assigned.

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

#### **Core:**

- Knowledge of Government Accounting and GFMS
- Working knowledge of the FAA 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, **or**;
- ACCA-CAT Level C, **or**;
- ACCA Level 1, **or**;
- Diploma in Accounting from a recognized University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3, **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

## **9. Commitment Control Officer (FMG/AT 3)**

### **Job Purpose**

Reporting to the Management Accountant, the incumbent will assist in the maintenance of an effective Cash Management System, providing information for the preparation of Financial Statements and for controlling expenditure within the limits of the approved Budget and warrant allocation, in respect of the Institute's Recurrent and Capital Budgets.

### **Key Responsibilities**

- Assists in the Commitment Planning process and in the determination and classification of commitments according to the following categories:
  - ✓ Inescapable
  - ✓ Priority
  - ✓ Other
- Provides data that will assist management in planning and utilizing available cash based on the level of outstanding commitments;
- Advises the Management Accountant of slow-moving activities from which funds can be vired to facilitate other activities/projects that are urgently in need of funding;
- Controls expenditure within the limits of the approved budgets and warrant allocation;
- Receives Commitment Requisitions from Programme Managers;
- Examines Commitment Requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds, where appropriate, for such commitment;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment and Vote Control Registers for the Department by ensuring that warrant allocation and commitments are posted correctly and on a timely basis;
- Submits monthly report to the Management Accountant on the position of un-discharged commitments;
- Provides data that will assist in the preparation of notes to the Appropriation Accounts and the Auditor General's Report;
- Prepares Payment and Journal Vouchers on the Accounting System;
- Enters on the Accounting System, allocation of monthly warrants for disbursement to respective programmes and activities;

- Provides data that will assist in the preparation of the annual and supplementary Estimates of Expenditure, in accordance with GOJ timelines and standards;
- Submits weekly report on the status of advances to be cleared and lodgments outstanding;
- Performs any other related duties that may be assigned from time to time.

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

- Knowledge of Government Accounting and GFMS
- Working knowledge of the FAA Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good problem-solving skills
- Skill in operating a computerized accounting system.
- Work well in a team and on an individual basis

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

- AAT Level 3, **or**;
- ACCA-CAT Level C, **or**;
- ACCA Level 1, **or**;
- Diploma in Accounting from a recognized University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3, **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

### **10. Administrative Assistant (GMG/AM 2)**

#### **Job Purpose**

Under the general direction of the Senior Director, Forensic Pathology, the Administrative Assistant is responsible for operational co-ordination within the Division and administering a range of administrative support activities related to the Senior Director's portfolio.

#### **Key Responsibilities**

- Oversees and administers the day-to-day activities of the Department to ensure productive and efficient operation;
- Provides administrative support to the Senior Director in problem solving and in the development and execution of stated goals and objectives;
- Handles directly some aspects of the Senior Director, Forensic Pathology, correspondence, by preparing drafts for vetting after research;
- Serves as a primary point of direct administration contact and liaison with other Offices, individuals and external Institutions and Agencies;
- Monitors the progress of activities within the Division, providing background information, as well as preparing the Senior Director for participation in meetings;
- Provides information by answering questions and requests;
- Composes and edits correspondence and/or memoranda on behalf of the Senior Director;
- Prepares special reports for the Senior Director;
- Schedules and co-ordinates meetings, special events, and/or other similar activities for the Senior Director, including travel and accommodation on official trips;
- Researches and compiles literature and data for the preparation of the Senior Director's report and/or presentation;
- Schedules weekly Post Mortem List for different Morgues and Doctors;
- Prepares monthly Roster for Forensic Pathologists and Morgue Technicians;
- Monitors stationery and other materials; orders required quantities to ensure smooth operation of the Division;
- Prepares/Drafts pre-conference papers for the Senior Director and attends meetings with him/her as the need arises;
- Ensures that the Senior Director receives reports on specific areas of the Division's operations by due dates and in the correct format;

- Assists in the preparation of Corporate and Operational Plans for the Division, using Microsoft Excel and PowerPoint and other related software;
- Works in conjunction with staff to prepare projections and reports;
- Liaises with other Ministries and Government Agencies in co-ordinating the Institute's programmes and projects;
- Drafts letters and memoranda for the Senior Director;
- Drafts responses to customer complaints in respect to the services and operations of the Department;
- Handles routine correspondence on behalf of the Senior Director, by retrieving and sending correspondence from Intranet and Internet;
- Routinely checks the Department's Email Account;
- Maintains the Senior Director's Diary (both electronically and written), recording appointments, meetings, visits, etc., on a day-to-day basis. Confirms, cancels and reschedules appointment on the Senior Director's behalf;
- Organizes monthly Staff Meetings for the Department;
- Performs any other related duties delegated by the Senior Director or his/her designate;

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

- Ability to create, compose and edit written materials
- Organizing and co-ordinating skills
- Ability to maintain calendars and schedule appointments
- Ability to communicate effectively, both orally and in writing
- Records maintenance skills
- Ability to record and transcribe Minutes of meetings
- Proficiency in MS Office Software
- Team player with the ability to work on own initiative
- Ability to work under pressure and meet deadlines

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

- Associate Degree in Administrative Management;
  - Certificate/Diploma in Secretarial Studies;
- OR**
- Administrative Management - Level 3, from a recognized institution, or equivalent;
  - Certified Administrative Professional (CAP) designation;
  - Four (4) years secretarial/administrative experience in a related field, two (2) years of which should be in a senior position.

### **11. Groundsman (LMO/TO 2)**

#### **Job Purpose**

Under the directive of the Administrative Manager the Groundsman's responsibility is to ensure the beautification of the Institute of Forensic Science and Legal Medicine's property by maintaining a well-kept ground and ensure the proper working order of tools and other equipment. The Groundsman will ensure the proper use, maintenance and security of the Forensic Institute's fixed assets on the premises and deliver good customer relations to internal and external customers.

#### **Key Responsibilities**

- Sweeps the grounds;
- 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**

- Good reading ability
- Sound knowledge of job
- Must be pleasant
- Use of initiative
- Punctual, reliable and courteous
- Be able to work with little or no supervision
- Excellent people skills

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

- Secondary level education up to Grade 9;
- Three (3) years working experience.

### **Special Conditions Associated with the Job**

- Will be required to work beyond normal working hours to meet deadlines;
- Will be required to work on weekends, Public Holidays and nights;
- Will be required to work outdoors.

## **12. Mortuary Technician (HTAC/HT 2)**

### **Job Purpose**

Under the direction of the Mortuary Supervisor, the Mortuary Technician assists in the provision of an efficient and high quality mortuary service including: receiving and handing-over dead bodies, Post Mortem preparations and maintaining Autopsy Room and the cleaning and handling of dead bodies. The incumbent is also responsible for ensuring that equipment and surroundings are clean and waste and other hazardous materials disposed of are in keeping with the Standard Operating Procedures of the Morgue.

### **Key Responsibilities**

- Makes the primary incision to open body cavities; removes breastbone. Together with the Mortuary Supervisor or another Technician, removes thoracic and abdominal contents in locks; removes, cleans and opens intestines;
- Removes the skull-cap, brain and pituitary gland; takes bone marrow from vertebra and ribs and other bones as directed;
- Removes other organs under supervision of the Mortuary Supervisor;
- Closes the body, replacing organs;
- Assists with the receiving and storage of bodies at/for the Mortuary;
- Maintains an aseptic autopsy area, including instruments, equipment and clothing ad for asepsis in the handling of the bodies;
- Transmits instructions from the Mortuary Supervisor to the photographer on placement and locations to obtain useful photographs of designated specimens;
- Maintains equipment readiness for use, preparing and maintaining adequate supplies and replenishing supplies;
- Secures clothing and valuables of the deceased, recording receipt and properly disposing of them;
- Tags/Labels all dead bodies/body parts received into the Morgue for proper identification;
- Assists with the preparation of dead bodies for Post Mortem Examinations;
- Ensures that the bodies for Post Mortem are properly identified;
- Carries out the movement/transportation of items to/from the Institute as requested;
- Maintains cleanliness of the morgue and disposes of tissue and biomedical waste materials in keeping with standard protocols;
- Sterilizes and makes available for use, materials/equipment for Autopsies in a timely manner.

### **Administrative:**

- Assists families in the identification of dead bodies;
- Participates in the record keeping of all Post Mortem conducted;
- Prepares identification tags for bodies;
- Reports any accidents/incidents in the course of duty to the shift Supervisor in accordance with standard protocol;

- Complies with all quality assurance policy guidelines and work within the prescribed quality standards for the Mortuary service.

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

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

- Basic knowledge of Forensic Cross Contamination issues
- Ability to lift and carry bodies weighing up to 300lbs, using equipment, where necessary
- Knowledge of the use and disposal of chemical and instruments
- Ability to carry out risk assessments relative to infectious and hazardous bodies, body fluids, harmful chemicals and mortuary equipment and instruments
- Ability to prepare bodies for viewing and identification

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

- Ability to multitask and prioritize
- Tact and sensitivity for working with bereaved relatives
- Awareness of and respect for different religious beliefs about death
- Confidentiality and integrity
- Punctual in attendance

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

- Secondary School Education Certificate;
- One (1) year working experience in a Mortuary;
- Specialized Training in Dissection would be desirable.

### **Special Conditions Associated with the Job**

- Exposure to unpleasant sights and smells;
- Exposure to hazardous chemicals/situations.

## **13. Mortuary Attendant (HSC/HS 2)**

### **Job Purpose**

Under the direction of the Mortuary Supervisor, the Mortuary Attendant assists in the provision of an efficient and high quality Mortuary service including: receiving and handing-over dead bodies, Post Mortem preparations and maintaining Autopsy Room and the cleaning and handling of dead bodies. The incumbent is also responsible for ensuring that equipment and surrounds are clean and waste and other hazardous materials disposed of are in keeping with the Standard Operating Procedures of the Morgue.

### **Key Responsibilities**

- Assists with the receiving and storage of bodies at/for the Mortuary;
- Tags/Labels all dead bodies/body parts received into the Morgue for proper identification;
- Assists with the preparation of dead bodies for Post Mortem examinations;
- Ensure that the bodies for Post Mortem are properly identified;
- Assists with monitoring the temperature of refrigerators and report any defects detected;
- Carries out the movement/transportation of items to/from the Institute as requested;
- Maintains cleanliness of the morgue and disposes of tissue and biomedical waste materials in keeping with standard protocols;
- Sterilizes and makes available for use, materials/equipment for Autopsies, in a timely manner.

#### ***Administrative:***

- Assists families in the identification of dead bodies;
- Participates in the record keeping of all Post Mortem conducted;
- Prepares identification tags for bodies;
- Reports any accidents/incidents in the course of duty to the shift Supervisor in accordance with standard protocol;
- Complies with all quality assurance policy guidelines and work within the prescribed quality standards for the Mortuary service.

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

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

- Basic knowledge of Forensic Cross Contamination issues
- Ability to lift and carry bodies weighing up to 300lbs, using equipment, where necessary
- Knowledge of the use and disposal of chemical and instruments
- Ability to carry out Risk Assessments relative to infectious and hazardous bodies, body fluids, harmful chemicals and mortuary equipment and instruments
- Ability to prepare bodies for viewing and identification

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

- Ability to multitask and prioritize
- Tact and sensitivity for working with bereaved relatives
- Awareness of and respect for different religious beliefs about death
- Confidentiality and integrity
- Punctual in attendance

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

- Secondary School Education Certificate;
- One (1) year working experience in a Mortuary;
- Specialized Training in Dissection would be desirable.

### **Special Conditions Associated with the Job**

- Exposure to unpleasant sights and smells;
- Exposure to hazardous chemicals/situations.


Applications accompanied by Résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> March, 2021 to:**

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

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

Please note that only 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.**

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