



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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27th September, 2021

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/be assigned to the following posts in the **Institute of Forensic Science and Legal Medicine**:

1. **Director, Public Procurement (GMG/SEG 2) – (Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Corporate Planner (GMG/SEG 2) – (Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **ICT Support Officer (MIS/IT 4) – (Not Vacant)**, salary range \$1,664,447 – \$1,954,731 per annum and any allowance(s) attached to the post.
4. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.
5. **Secretary 1 (OPS/SS 2) – (Not Vacant)**, salary range \$751,183 – \$892,921 per annum and any allowance(s) attached to the post.

1. Director, Public Procurement (GMG/SEG 2)

Job Purpose

Under the direction of the Senior Director, Human Resource Management, Development and Administration (HRMD&A) the incumbent is responsible to ensure, that goods and services required by the Institute are procured and delivered as requested in accordance with Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

Technical/Professional:

- Plans, directs and manages the procurement functions and activities within the Institute;
- Prepares Cabinet Submissions for contracts over \$60 million and submit to the Executive Director for review;
- Interprets and evaluates Contract documents;
- Directs and manages the processing of Tenders which involves advertising Tenders, Bid Evaluation and Recommendation;
- Interprets and implements Purchasing Policy and advises on problems encountered;
- Interprets contract provisions and reviews contracts for accuracy and changes prior to bid and renewal;
- Provides technical advice to the Executive Director, Management Team and other stakeholders on Procurement matters;
- Reviews import permit applications and submit to the Ministry of Health to facilitate the renewal process in a timely manner;
- Ensures that the Custom Broker received approved permits to facilitate timely clearance of goods from the Jamaica Customs Agency.

Managerial/Administrative:

- Formulates overarching policies and procedures regarding Procurement Management and based on Government principles and regulations;
- Oversees the development of the Procurement Plan for the Institute;
- Oversees the procurement of goods, services and works in accordance with Government policies and procedures in order to meet Organization needs through the most cost-effective means;
- Reviews Purchase Order claims and Contracts for conformance to Government guidelines and policies;
- Authorizes of purchase order using Government Financial Management System (GFMS)
- Co-ordinates the procurement of goods, services and works. Generates appropriate

paperwork, ensures orders are consistent with specifications, that deliveries are on time and invoices are honoured promptly;

- Liaises with services providers, Ministry of Finance and other stakeholders for the provision of goods and services and prepares the relevant reports;
- Develops/facilitates the development of guidelines, policies and standards for the Procurement Management Portfolio of the Institute;
- Prepares Quarterly Contracts Awards (QCA) Reports and submits to the Integrity Commission; Maintains liaison with suppliers of goods and services;
- Reviews submissions for Procurement Committee;
- Prepares and submits Contract Reports to the Public Procurement Commission (PPC);
- Ensures the arrangement of the Procurement Committee meetings;
- Represents the Institute on Procurement related matters that falls within the purview of the Unit;
- Establishes and maintains files and Records Management systems.

Human Resource:

- Monitors and evaluates the performances of direct reports, prepares Performance Appraisals and recommend and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department's and organizations goals;
- Performs any other related duties assigned as directed by the Senior Director, HRMD & A.

Financial:

- Prepares and manages the Annual Budget for the Unit;
- Purchases Capital Goods for the Institute as directed;
- Prepares and manages the Annual Procurement Plan for the Institute.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Problem solving and decision making skills
- Team work and co-operation
- Impact and Influence
- Initiative
- Good planning and organizing skills
- Goal/result oriented
- Leadership
- Confidentiality and Integrity
- Compliance
- Change management

Technical:

- Excellent knowledge of Public Procurement Act, Financial Administration and Audit Act
- Excellent knowledge of Government Procurement Procedures
- Working Knowledge of the Staff Orders for the Public Service, 2014,
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies, Business Administration, Public Sector Management or Administration or any related field from a recognized tertiary Institution;
- Three (3) years working experience in Procurement Management; **or**
- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 4 and MIND experience in related field.

2. Corporate Planner (GMG/SEG 2)

Job Purpose

Under the supervision of the Executive Director, the incumbent is responsible for establishing and maintaining a system for integrating the Corporate, Operational Planning and Performance monitoring process across the Institute and ensures that the Institute's Corporate and Operational Plans and Budget are delivered to the required quality and time standards.

Key Responsibilities

Professional/Technical:

- Designs Corporate, Operational Planning and Performance Monitoring processes and procedures in consultation with the Executive Director and Heads of Department and in keeping with the format of the Cabinet Office;
- Issues Corporate Planning and Budgeting guidelines to Heads of Department/Unit within the Institute;
- Guides the implementation of Corporate and Operational Planning and Performance Monitoring process across the Institute;
- Establishes information and communication systems in the Institute for monitoring and tracking performance;
- Liaises with Directors in the Institute on planning and budgeting issues and ensures that their Unit Operational Plans and Work Plans are prepared within the required timeframe;
- Obtains policy, technical and other relevant inputs toward the development and review of Corporate and Operational Plans;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Convenes and chairs Corporate, Operational and Performance Planning meetings attended by Executive Director/HOD/Supervisors to support and monitor their Operational Plans;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving Corporate objectives;
- Prepares and submits reports as requested;
- Advises the Executive Director on matters relating to the Institute's Corporate Plan and Performance Plan;
- Assists the Departments/Unit with the preparation of their Departmental Plans to ensure that they are in line with that of the Institute;
- Advises on the establishment of time frame, performance indicators and targets for programmes and activities that are specific, measureable and realistic.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good customer and quality focus skills
- Problem solving and decision making
- Team work and co-operation
- Impact and Influence
- Initiative
- Good planning and organizing
- Confidentiality and Integrity
- Compliance
- Good interpersonal skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration/Public Sector Management/Business Administration or related discipline from an accredited tertiary institution;
- Training in Strategic and Corporate Planning;
- Training in Project Management (would be an asset);
- Three (3) years' experience in Corporate and Operational Planning and Programme Evaluation.

3. ICT Support Officer (MIS/IT 4)

Job Purpose

To administer the Network System(s) of the Institute to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

Key Responsibilities

Administrative:

- Participates in meetings;
- Contributes to development of Strategic\Operational Plans and Budget;
- Develops Individual Work Plan;

Technical:

- 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;
- Responses 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 determines hardware or software requirements related to such changes;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Problem solving skills
- Team work and co-operation
- Confidentiality and Initiative
- Technical skills

Functional/Technical:

- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS, DHCP and IIS support functions
- Ability to install, configure and troubleshoot Windows 2003/2008 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis.
- Knowledge of in-house platforms such as Windows 2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition.

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in an ICT discipline;
- Two (2) years related f working experience in the field;
- Professional certification in computer networking (**MCSA, CCNA**) would be an asset.

Special Conditions Associated with the Job:

- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Director, Human Resource and Welfare Management the incumbent is responsible for organizing and administering all activities related to the Unit; ensures that the secretarial work and clerical duties are carried out promptly and efficiently; contacts are maintained with persons and groups critical to the successful implementation of the Unit's programmes and activities.

Key Responsibilities

Technical:

- Ensures that all correspondence of a general or routine nature is received by the Director, Human Resource and Welfare Management in a timely manner;
- Conducts research and prepares draft responses to certain correspondence for vetting by the Director;
- Keeps abreast of the progress of activities within the Institute, providing background information, as well as preparing the Director for participation in meetings;
- Organizes meetings for the Director;
- Disseminates circulars/information to members of staff;
- Assist with the imputing of information into MyHR+ Database;
- Performs any other related duties delegated by the Director.

Administrative:

- Prepares letters and memoranda for the Unit as directed;
- Meets, greets and assists clients and visitors via the telephone and in person;
- Attends meetings directed by the Director, HR&WM;
- Maintains office supplies inventory by checking stock to determine inventory level;
- Anticipates needed supplies, evaluates new office products, places and expedites orders;
- Maintains shared electronic folders containing calendar and contacts in Microsoft Outlook Programme to ensure co-ordination;
- Prepares reports by collecting and analyzing information;
- Works closely with staff in the Unit to follow up on assignments/tasks, appointment letters or any other documents prepared for the signature of the Director or otherwise;
- Participates in the preparation of the Unit's Corporate and Operational and Annual Budget by using Microsoft Excel or any other related software;
- Keeps the Director up-to-date on the status of Project Assignments, and Annual Reports;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from intranet and internet;
- Maintains staff confidence and protect operations by keeping information confidential;
- Manages the conference room log book;
- Manually logs receipt and dispatch of correspondence.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good problem solving and decision making skills
- Team work and co-operation
- Initiative
- Interpersonal skills
- Confidentiality and Integrity
- Compliance
- Good planning and organizing skills

Technical:

- Sound command of the English Language
- Records maintenance skills
- Ability to record and transcribe Meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written material
- Ability to work under pressure and meet deadlines
- Use of technology (relevant computer applications – Microsoft Office Software)

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

5. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent is responsible for performing all administrative and secretarial duties required by the Division, in accordance with established standards and procedures.

Key Responsibilities

Technical/Professional:

- Prepares Case Reports using Microsoft Office;
- Prepares certificates using File Maker;
- Accurately embossed completed cases using the embossed machine;
- Records dictation from the Director and reproduces, by word processing, all dictated notes;
- Types, by word processing, all manuscripts prepared by the Director;
- Drafts and verifies confidential correspondences, reports and other administrative documents prepared for the signature of the Director to ensure that they are accurate and complete and, where necessary, initiates corrective action;
- Conducts research and sources information;
- Screens telephone calls for the Director and other officers in their absence, record telephone messages and ensure that they are promptly delivered.
- Maintains an efficient filing system;
- Establishes and maintains a system of control for policy, classified and confidential documents. Controls and monitors all documents and files entering and leaving the Division;
- Schedules and coordinates meetings, special events, and/or other similar activities for the Division;
- Assists with the Maintenance of the Director's diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis. Confirms, cancels and reschedules appointment on his/her behalf;
- Maintains up-to-date Report files by:
 - ✓ Collating, filing and compile progress reports, annual report & annual performance reports.
 - ✓ Distributing copies of these reports to the relevant persons
- Circulates, or ensure the circulation of, memoranda, circulars, magazines and other documents within the Division.
- Performs other duties as may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Advanced word processing skills
- Excellent Interpersonal skills
- Communicate effectively
- Manage interpersonal communication and relationship
- Advanced time management and organizational skills

- Planning and organizing skills

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Excellent knowledge of Records Management and Office Procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful Completion of the prescribed Office Professional Training Course at the Management Institution for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications, Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 8th October, 2021 to:**

**Senior Director,
Human Resource Management Development and Administration
Institute of Forensic Science and Legal Medicine
2½ 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.



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