



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 20**

### **OSC Ref. C.6495<sup>3</sup>**

14<sup>th</sup> January, 2022

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. **Chief Forensic Science Officer (SOG/ST 8) – (Vacant)**, salary range \$2,555,681 - \$3,037,902 per annum and any allowance(s) attached to the post.
2. **Manager, Financial Systems (FMG/PA 2) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Senior Payroll Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
4. **Administrative Assistant (GMG/AM 2) – (Not Vacant)**, salary range \$1,025,878 – \$1,219,446 per annum and any allowance(s) attached to the post.

#### **1. Chief Forensic Science Officer (SOG/ST 8)**

##### **Job Purpose**

The Chief Forensic Science Officer will plan, schedule, supervise and evaluate work and activities of the Chemistry Department. The incumbent will assign cases and perform scientific analyses, prepare technical and management reports, as well as provide technical advice and guidance to the Forensic Unit and members of the Criminal Justice System.

##### **Key Responsibilities**

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

- Prepares findings for Court presentations;
- Consults and co-ordinates with experts, Police Officers, Attorneys, etc., on plans for the solutions of problems involving analysis, identification and comparison of physical evidence;
- Presents exhibits in Court collected from scenes visited, if the need arises;
- Conducts research in the development of new techniques, methods and equipment;
- Analyzes most forms of physical evidence by chemical, physical and instrumental techniques;
- Serves as consultant to Forensic Officers when making the more difficult decisions relating to choice and applications of chemical and physical analysis and when developing quality findings and conclusions regarding analysis of the complex cases;
- Monitors case submissions and turnaround time, ensuring cases are processed in an accurate, complete and timely manner;
- Oversees analysis of physical evidence by chemical, physical and instrumental techniques;
- Assists in the procurement of laboratory equipment and reagents;
- Directs and participates in the receipt and dispatch of casework exhibits;
- Directs and participates in field investigations at scenes of crime and other pertinent locations to search for, collect and preserve evidence which will be the subject of laboratory analysis and comparison;
- Carries out research as it relates to method development, Standard Operating Procedures and general improvement of laboratory functions;
- Delivers presentations to law enforcement and legal personnel.

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

- Manages and supervises Technicians, Forensic Officers and Senior Forensic Officers engaged in performing laboratory tests and analyses of physical evidence;

- Instructs law enforcement personnel and legal personnel in the proper procedures in handling, collecting, identifying and preserving physical evidence;
- Develops and implements Forensic Training Programmes for Police Officers, on evidence recognition, collection and evaluation;
- Develops training programmes for other Forensic Scientists, Attorneys or Court Administrators with respect to analysis of evidence and evaluation of the findings from both scientific and legal aspects;
- Prepares findings for Court presentation, depositions and interviews; interprets scientific-legal questions; provides testimony;
- Conducts Departmental Audits on general laboratory procedures, instrumentation and safety;
- Evaluates Instrument Calibration and Maintenance records;
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes and work co-operatively and jointly to provide quality seamless customer service;
- Recommends training to improve the quality of Laboratory Staff;
- Researches and proposes improvements in the quality systems of the Laboratory;
- Prepares Administrative Reports and recommendations on laboratory operations and developments;
- Monitors and evaluates the performance of staff in the Department;
- Performs other related functions assigned from time to time.

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

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

- Knowledge of the theory and application of organic, inorganic, analytical and physical Chemistry
- Knowledge of principles, methods, materials, equipment and techniques of Forensic Science
- Comprehensive knowledge of instrumental analysis including chromatography, spectrometry, microscopic analysis
- Ability to plan, organize, make efficient use of time and manage multiple tasks
- Demonstrated knowledge of the Forensic Institute operations
- Knowledge of Government Practice, Policy, Procedure, Statutes, Ordinances and Criminal Law as it relates to Forensic Science

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

- Excellent decision-making and problem-solving skills
- Excellent oral and written communication skills
- Excellent Word Processing skills and related software applications
- Ability to multitask and prioritize
- Ability to quickly recognize and analyze irregular events
- Effectively operate a variety of Forensic Laboratory equipment
- Ability to organize, supervise and direct reports
- Ability to maintain integrity

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

- Masters Degree in Chemistry/Forensic Science/Toxicology from an accredited University or College;
- Three (3) years working experience in Forensic Science and/or Forensic Chemistry.

### **Special Condition Associated with the Job**

- Exposure to hazardous chemicals and/or situations.

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

### **Job Purpose**

Reporting to 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 Department's compliance with established systems, procedures and guidelines and in keeping with the FAA Act and GOJ standards.

## **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 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 troubleshooting 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;
- Performs other related functions that may be assigned from time to time by the Director.

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

- Sound knowledge of Government Financial Management System
- Knowledge of Government Accounting and Commercial Accounting Procedures
- Excellent knowledge of System and Database Administration
- Working knowledge of current computer system technology
- Working knowledge of GOJ procurement process
- Ability to review processes and to compare information in order to identify discrepancies
- Excellent presentation and oral and written communication skills
- Expert knowledge of the FAA Act
- Excellent analytical and problem-solving skills
- Excellent leadership and interpersonal skills
- High level of integrity and confidentiality
- Ability to work in a team
- Excellent planning and organizing skills

## **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.

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

- Travelling is required;
- Extended working hours are expected

### **3. 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/Fortnight) are accurately calculated and submitted in the stipulated time frame for payment;
- Prepares all salary-related reports in a timely manner;
- Updates 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;
- Uploads to the Central Payroll Processing System (CPPS) payroll changes for approval by the Manager, Accounts Payable and 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 Financial Management electronic system
- 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/Level 3 **OR**;
- ACCA Level 1 **OR**;
- NVQJ Level 3, Accounting **OR**;
- Diploma in Accounting from an accredited University or Community College **OR**;
- A.Sc Degree in Business Studies/Business Administration from an accredited tertiary institution. **OR**
- A.Sc. Degree in Accounting, MIND **OR**;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2, & 3, **OR**;
- BSc. Degree in Accounting or Management Studies with Accounting, **OR**;

- BBA Degree, **OR**;
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

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

##### **Job Purpose**

Under the general direction and guidance of the Director, Finance and Accounts, the incumbent is responsible for organizing and administering all administrative and secretarial duties required by the Director, Finance and Accounts, in accordance with established standards and procedures.

##### **Key Responsibilities**

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

- Records dictation from the Director and reproduces, by word processing, all dictated notes;
- 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, initiate corrective action;
- Plans and arranges for travel and accommodation;
- Liaises with Ministries, Department and Agencies (MDAs);
- Prepares reports by collecting and analyzing information;
- Participates in the preparation of the Division, Corporate and Operational Plans and Annual Budget, by using Microsoft Excel or any other related software;
- Conducts research and source information;
- Distributes and maintains adequate stationary supplies for the Department;
- Screens telephone calls for the Director and other officers in their absence, records telephone messages and ensures that they are promptly delivered;
- Maintains a daily Diary of appointments for the Director and ensures that it is kept up to date;
- Establishes and maintains a system of control for policy, classified and confidential documents held by the Director. Controls and monitors all documents and files entering and leaving his/her office;
- Maintains up-to-date Monthly Report files by:
  - ✓ Collating, filing and bringing these reports to the attention of the Director
  - ✓ Assisting the Director to compile monthly, annual and annual performance reports
  - ✓ Distributes copies of these reports to the Director;
- Co-ordinates the routine functions of the office of the Director, to facilitate the availability of information in a timely manner;
- Arranges Departmental Staff Meetings, as required by the Director, by:
  - ✓ Preparing notices of such meetings for distribution
  - ✓ Receiving notices of topics to be discussed
  - ✓ Preparing agenda for meetings
  - ✓ Recording notes and preparing Minutes of such meetings;
- Circulates or ensures the circulation of memoranda, circulars, magazines and other documents within the Department;
- Receives and records all correspondence for the Department;
- Performs clerical duties for the Director, such as faxing, making photocopies of documents, mailing and maintaining records and filing system;
- Maintains staff confidence and protects operations by keeping information confidential;
- Ensures that the Director receives reports from direct reports in relation to the Department's operations by due dates and in the correct format;
- Assists with banking activities;
- Ensures that Pathologists and Funeral Homes claims are checked in a timely manner;
- Performs other duties as may be assigned by the Director from time to time.

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

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

- Advanced knowledge of computerized management and the relevant computer applications
- Working knowledge of accounting software
- Working knowledge of the FAA Act
- Good planning and organizing skills
- Project co-ordination skills

**Core:**

- Advanced word processing skills
- Excellent interpersonal skills
- Good oral and written communication skills
- Ability to manage external relationships
- Compliance
- Change Management
- Advanced time management skills

**Minimum Required Qualification and Experience**

- Associate Degree in Administrative Management/Business Administration from a recognized Tertiary Institution;
  - 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.

**Special Condition Associated with the Job**

- Prolonged use of computer.

Applications accompanied by Résumés should be submitted **no later than Thursday, 27<sup>th</sup> January, 2022 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](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**