



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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

1. **Director, Organizational Development and Performance Management (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Director, Public Procurement (GMG/SEG 2) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Senior Public Procurement Officer (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Public Procurement Officer (GMG/AM 3) – (Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
5. **Commitment Control Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
6. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.
7. **Forensic Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.
8. **Secretary 2 (OPS/SS 2) – (Not Vacant)**, salary range \$781,231 – \$928,638 per annum and any allowance(s) attached to the post.
9. **Receptionist (OPS/TO 3) – (Vacant)**, salary range \$726,992 – \$864,165 per annum and any allowance(s) attached to the post.
10. **Attendant (LMO/TS 2) – (Vacant)**, salary range \$10,254 – \$11,602 per week.

1. Director, Organizational Development and Performance Management (GMG/SEG 2)

Job Purpose

Under the supervision of the Senior Director, Human Resource Management, Development and Administration (HRMD&A), the incumbent is responsible for co-ordinating activities for the development, implementation and integration of strategies to improve performance at the organizational, Divisional and individual levels across the Institute, leading to a more efficient workforce and more effective utilization of human resources, co-ordinating activities for the Performance Management Appraisal Process of the Institute, to improve performance for the organizational, Divisional and individual levels and developing and ensuring the execution of a framework for modernisation initiatives within the Institute.

Key Responsibilities

Management/Administrative:

- Assists with the development and implementation of the Department's Operational Plan and Budget and monitors the implementation of the plan and other Human Resource Development plans;
- Assists with career guidance, counselling and development;
- Prepares and submits activity/performance and other reports as requested;
- Represents the Institute at meetings/conferences and other fora as requested;

- Provides guidance/advice to the Executive Director, Senior Director HRMD&A and other personnel on Performance Management and Organizational Development and Modernisation Initiatives matters;
- Partners with Departments, Units and Agencies to develop performance management improvement strategies and core competencies;
- Develops and manages Performance Evaluation Structure and Succession Planning and career-path initiatives;
- Examines relevant statutes, regulations, directives and reports related to the Institution to determine legislative framework for functional responsibility;
- Co-ordinates and leads the implementation and administration of the Performance Management and Appraisal System to ensure fairness, transparency and objectivity with appropriate systems of rewards and sanctions;
- Works collaboratively to find creative solutions that drive staff attraction, engagement and retention;
- Creates leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's strategic direction;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Develops specific recommendations/solutions to problems identified, including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and communication, existing legislation, manpower utilizations, forms and office layout;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organisation.

Organizational Development:

- Conducts job analysis and reviews the Organization structure to ensure alignment with the goals and Strategic Objectives of the Institute;
- Recommends new structure and implementation plan, where necessary;
- Collects and analyzes data to facilitate the recommendations made and ensures that they are consistent with quality inputs and are of the highest standard;
- Assists Department/Unit Heads in restructuring exercises in keeping with achieving the goals of Divisions/Units and liaises with Corporate Management Development, Ministry of Finance and the Public Service regarding restructuring/reclassification exercises for the Institute;
- Conducts periodic cost and productivity analysis and initiates and/or makes recommendations for changes, where necessary, to achieve established goals;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Arranges for the development and maintenance of current documentation of the Organizational Charts, Job Descriptions and Work Plans;
- Provides assistance to Department Heads, Managers and Supervisors with the updating or rewriting of Job Descriptions and Work Plans as required;
- Prepares charts for existing and proposed organizational structures;
- Conducts organizational needs assessments to determine organizational readiness for change;
- Provides leadership to management in employing change process concepts and techniques;
- Analyzes change initiatives for major obstacles and/or operating constraints to their accomplishment and recommends strategies for corrective action where necessary.

Performance Management:

- Designs, delivers and administers Human Resource Training and Development Programmes in a fair and equitable manner, to support the strategic objectives of the Institute;
- Provides advice, guide and technical support to the Institute, ensuring they are sound and in line with the Government's priorities and direction;
- Provides guidance and training regarding Performance Management Evaluation System (PMES) documents, ensuring accordance with the established principles as outlined in the guidelines issued by the Office of the Cabinet;
- Provides adequate and appropriate support to line manager;
- Implements effective Training Plans, ensuring that appropriate cost containment measures are initiated as necessary;
- Co-ordinates the implementation of, and manages the administration of the PMES within the Institute;
- Ensures that the relevant documentation is prepared and distributed to coincide with the schedule of activities of the Performance Management Evaluation System;
- Liaises with and provides assistance to Heads of Divisions regarding the performance

- management and evaluation process;
- Establishes and facilitates the maintenance of Performance Management Records;
- Collaborates with the Director, Managers and Supervisors to monitor and ensure that training and developmental needs of employees are addressed;
- Provides assistance to Divisional Managers in preparation of Work Plans and Job Descriptions.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality
- Ability to exercise sound judgement
- Strong customer orientation skills
- Ability to prioritize amongst conflicting demands
- Excellent Human Resource/people management skills
- The ability to motivate and influence others
- Strong leadership skills
- Excellent interpersonal and oral and written communication skills
- Excellent critical thinking, analytical and problem-solving skills
- Excellent knowledge of Government Policies and Guidelines that governs Human Resource Management and Administration.
- Sound knowledge of management processes, performance management systems and techniques, systems analysis, job analysis, writing Job Descriptions and Work Plans
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy
- Ability to manage limited resources in order to achieve challenging output targets
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Excellent knowledge of Corporate Planning

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies, Human Resource Management/Development or a related field from an accredited tertiary Institution;
- Three (3) years' experience in Human Resource Development and Performance Management at the middle management level in an organisation of similar size and complexity;
- Certificate in Train the Trainer;
- Training in Supervisory Management.

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

Job Purpose

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

Key Responsibilities

Administrative/Professional:

- Plans, directs and manages the procurement functions and activities within the Institute;
- Prepares Cabinet Submissions for contracts over \$30 million and submits 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 submits to the Ministry of Health and Wellness, to facilitate the renewal process in a timely manner;
- Ensures that the Custom Broker receives 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, supplies and equipment in accordance with Government policies and procedures in order to meet organizational needs through the most cost-effective means;
- Reviews Purchase Order Claims and contracts for conformance to Government guidelines and policies;
- Co-ordinates the procurement of goods, services and supplies. 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 the Public Service 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 Public Procurement Commission (PPC);
- Maintains liaison with suppliers of goods and services;
- Reviews submissions for Procurement Committee;
- Prepares and submits Contract Reports to National Contracts Commissions;
- Ensures the arrangement of the Procurement Committee Meetings;
- Represents the Institute on procurement related matters that fall within the purview of the Unit;
- Ensures that Filing and Records Management Systems are established and maintained.

Required Knowledge, Skills and Competencies***Technical:***

- Working knowledge of computer applications software
- Good report writing skills
- High level of confidentiality and integrity
- Ability to plan and schedule the work of others
- Knowledge of FAA Act, Staff Orders and Government's Procurement Procedures

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Excellent analytical thinking, planning and organising skills
- Excellent problem-solving and decision-making skills
- Ability to manage external clients
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies, Public or Business Administration, Public Sector Management, Economics, Accounts or any related field /Social Sciences;
- Two (2) years working experience in Procurement Management.

Specialized Training:

- Training in Procurement Management
- Training in Supplies and Purchasing Management
- Training in Budget Preparation and Supervisory Management

3. Senior Public Procurement Officer (GMG/SEG 1)**Job Purpose**

Under the direction of the Director, Public Procurement, the incumbent is responsible for conducting research on prices and procuring goods and services requested by the various Departments.

Key Responsibilities

Management/Administrative:

- Prepares contracts and tender document;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to Tender documents;
- Ensures that all contracts are reviewed by the Legal Officer;
- Maintains Contract Register;
- Prepares Procurement Plans for the Institute;
- Maintains Database with current cost and location of goods, works and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance and Accounts Department to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, Office of the Prime Minister and Institute representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Institute Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Institute Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director, Public Procurement to set priorities and to formulate procedures;
- Advises the Director, Public Procurement or Director, Administration and Asset Management on supplier's reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Public Procurement;
- Provides guidance to internal/external customer on the Institute's Procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to Purchase Order;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered";
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Finance and Accounts Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought, etc.;
- Advises on the reliability and performance of suppliers.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of FAA Act and Staff Orders
- Knowledge of Government Procurement Procedures
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Initiative
- Excellent planning and organizing skills
- Integrity
- Compliance
- Change Management

Minimum Required Qualification and Experience

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

4. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the supervision of the Director, Public Procurement the incumbent will be responsible for organizing and administering all Records Management activities within the Public Procurement Unit, in accordance with the established policies and procedures.

Key Responsibilities

Administrative/Professional:

- Ensures timely preparation of all Purchase Orders;
- Prepares letters and memoranda for the Unit as directed;
- Receives, logs and dispatches internal and external correspondence;
- Assists with following up with suppliers of goods and services;
- Maintains the Procurement Log Book;
- Makes photocopies of all procurement documents in duplicates;
- Updates Expenditure Listing in real time;
- Prepares Monthly Reports;
- Ensures proper filing of all procurement/documents requests;
- Advises Director, Public Procurement, of expected deliveries;
- Makes contact with other Departments and provides updates related to their requests;
- Files permits and follows-up on permit approval;
- Maintains proper records and Filing System;
- Updates Database of Suppliers and Database of Permits;
- Logs incoming mail and writes up internal and external Mail Dispatch Book;
- Answers calls when officers are not at their desk or filters calls, where necessary;
- Maintains staff confidence and protects operations by keeping information confidential.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of FAA Act and Staff Orders,
- Knowledge of Government Procurement Procedures
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Initiative
- Planning and organizing
- Integrity

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution
- Specialized training in Public Procurement would be an asset;
- One (1) year related work experience.

5. 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 utilization of 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 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 Financial Management System
- Working knowledge of the Financial Administration and Audit Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good problem-solving skills
- Skilled in operating a computerized accounting system
- Able to work well in a team and on an individual basis

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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**

- Successful completion of 3 three years of any of the Bachelor's Degree programmes mentioned above.

6. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Director, Human Resource and Welfare Management (HR&WM), the incumbent is responsible for:

- Organizing and administering all activities related to the Unit;
- Ensuring that the secretarial work and clerical duties are carried out promptly and efficiently;
- Ensuring that contacts are maintained with persons and groups critical to the successful implementation of the Unit's programmes and activities.

Key Responsibilities

Technical/Professional:

- Ensures that all correspondence of a general or routine nature are received by the Director, HR&WM, 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 ;
- Assists with the inputting of information into MyHR+.

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 Plans 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 protects operations by keeping information confidential;
- Manages the Conference Room Log Book;
- Manually logs receipt and dispatch of correspondence;
- Performs any other related duties delegated by the Director.

Required Knowledge, Skills and Competencies

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Advanced knowledge of shorthand
- Project co-ordination skills
- Advanced time management and organizing skills

Core:

- Advanced Word Processing skills
- Excellent interpersonal skills
- Good oral and written communication skills
- Excellent planning and organizing skills

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.

7. Forensic Secretary (OPS/SS 3)

Job Purpose

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

Key Responsibilities

Technical/Professional:

- Prepares certificates using File Maker;
- Transfers data accurately from the Exhibit Form into the Statistic Log Book;
- Accurately embosses completed cases using the embossed machine;
- Backs up data system and prepares Monthly Report for crime observatory;
- 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, initiate corrective action;
- Plans and arranges for travel and accommodation;
- Liaises with Government/Public Sector and Private Sector associates locally and overseas, in the exchange of data;
- Conducts research and source information;
- Distributes and maintains adequate stationary and general 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, Biology and ensure 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 Progress Reports, Annual Report and Annual Performance Reports
 - ✓ Distributing 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 staff meetings, as required by the Director, by:
 - ✓ Preparing notices of such meetings for distribution to staff concerned
 - ✓ 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;
- Performs any other related duties that maybe assigned by the Director, from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Advanced knowledge of shorthand
- Project co-ordination skills

Core:

- Advanced Word Processing skills
- Good oral and communication skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Advanced time management skills

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.

8. Secretary 2 (OPS/SS 2)

Job Purpose

Under the general direction of the Director, Chemistry Department, the incumbent is responsible for performing all administrative and secretarial duties required by the Department, in accordance with established standards and procedures.

Key Responsibilities

Technical/Professional:

- Prepares Case Reports using Microsoft Office;
- Prepares certificates using File Maker;
- Accurately embosses 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, initiate corrective action;
- Conducts research and source information;
- Screens telephone calls for the Director and other officers in their absence, records telephone messages and ensures 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

- Department;
- Schedules and co-ordinates meetings, special events and/or other similar activities for the Department;
- Assists with the maintenance of the Director's Diary (both electronically and written) recording appointments, meetings, visits, 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 compiling Progress Reports, Annual Reports and Annual Performance Reports;
 - ✓ Distributing copies of these reports to the relevant persons;
- Circulates or ensures the circulation of memoranda, circulars, magazines and other documents within the Department;
- Performs other duties that maybe assigned by the Director, from time to time.

Required Knowledge, Skills and Competencies

Technical:

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

Core:

- Advanced Word Processing skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Advanced time management skills

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 Institute 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.

9. Receptionist (OPS/TO 3)

Job Purpose

Under the direction of the Director, Administration and Asset Management, the incumbent is responsible for operating the Switchboard to route, receive and place calls internally and externally and disseminating information to callers, as necessary.

Key Responsibilities

Technical/Professional:

- Operates the switchboard efficiently;
- Maintains and updates Telephone Directories and event schedules when notified of changes electronically;
- Places long distance and conference calls for authorized parties;
- Maintains log of calls made and any additional information required for reports or special projects;
- Gives proper directions to stakeholders and visitors to the Institute.

Administrative:

- Conducts sensitization training for new or relief Telephone Operator in performance of job duties;
- Serves as a liaison with telephone companies;

- Assists with sending fax and making photocopies of documents;
- Signs for incoming mails and packages;
- Assists with filing and maintenance of administrative documents;
- Makes general announcements;
- Performs any other related duties that maybe assigned from time to time by the Supervisor or his/her designate.

Required Knowledge, Skills and Competencies

Technical:

- Expert knowledge of centralized telephone systems
- Expert knowledge in the operation of telephone equipment
- Ability to assist identifying the problems and recommend solutions
- Ability to be diplomatic when dealing with the public under stressful situation

Core:

- Good oral and written communication skills
- Good analytical and sound judgment skills
- Good problem-solving and decision-making skills
- Customer and quality focus
- Initiative
- Good planning and organizing skills
- Integrity
- Compliance
- Good interpersonal and time management skills

Minimum Required Qualification and Experience

- High School Diploma;
- Four (4) CXC/GCE subjects, inclusive of English Language and a numeric subject;
- Specialized training in Customer Service;
- One (1) year related working experience operating a multiline telephone or Switchboard system.

Special Condition Associated with the Job

- Job requires sitting for long hours.

10. Attendant (LMO/TS 2)

Job Purpose

Under the general direction of the Director, Administration and Asset Management, the incumbent is responsible for ensuring that the staff at the Institute of Forensic Science and Legal Medicine are provided with a clean working environment, in accordance with public health requirements.

Key Responsibilities

Technical/Professional:

- Liaises with the Director regarding planned activities;
- Relocates office furniture and equipment within the Institute as directed;
- Ensures the preparation of conference rooms and refreshment for meetings and events;
- Conducts daily inspection of offices and conference rooms to ensure that they are properly cleaned and dusted;
- Receives and assists with the distribution of newspapers, mail and stationery to internal staff;
- Collects lunches/refreshment for meetings as directed;
- Reviews work performed by the Office Attendants and Groundsmen to ensure a high standard of work is undertaken and maintained;
- Collects items for functions as instructed;
- Assists the Administrative Manager with the preparation of venue for activities/events;
- Delivers urgent mail to other Ministries, Departments and Non-Government Organizations as requested.

Required Knowledge, Skills and Competencies

Technical:

- Good analytical thinking skills

Core:

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Initiative
- Good planning and organizing skills
- Integrity
- Compliance
- Good interpersonal skills

Minimum Required Qualification and Experience

- Completion of Secondary level education.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 29th March, 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

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**