



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 219**

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

**2<sup>nd</sup> June, 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. **Director, Organizational Development and Performance Management (GMG/SEG 2) (Organizational Development and Performance Management Unit) – (Vacant)**, 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) (Public Procurement Unit) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **ICT Support Officer (MIS/IT 4) – (Not Vacant) (Information and Technology Division)**, salary range \$1,710,225 - \$2,032,920 per annum and any allowance(s) attached to the post.
4. **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.

### **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 Initiative 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 Division 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.

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

- Will be required to work long hours on weekends occasionally;
- Maybe required to travel.

### **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**

##### ***Management/Administration:***

- 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 Desktop 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 determine 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
- Good problem-solving skills
- Ability to work in a team
- Initiative
- Good 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 related discipline with two (2) years proven working experience in computer networking; **or**
- Professional certification in computer networking (**MCSA, CCNA**);
- One (1) year working experience.

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

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

## **4. 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.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 15<sup>th</sup> June, 2022 to:**

**Senior Director  
Human Resource Management, Development and Administration  
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**