



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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26th July, 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. **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.
3. **Secretary 2 (OPS/SS 2) – (Not Vacant)**, salary range \$781,231 – \$928,638 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.

2. 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;
- Receipts, 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 filter 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
- Customer and quality focus
- Team work and cooperation
- Ability to work on own initiative
- Planning and organizing
- Ability to maintain 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

3. Secretary (OPS/SS 2)

Job Purpose

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

Key Responsibilities

Technical/Professional:

- Prepares reports using Microsoft Office;
- Records dictation from the Quality Control Officer and reproduces same;
- Prepares correspondence, reports and other administrative documents for the signature of the Quality Control Officer;
- Prepares and distributes Agenda and Minutes of meetings;
- Conducts research and gathers information;
- Maintains an efficient Filing System;
- Establishes and maintains a system of control for policy, classified and confidential documents;
- Schedules and co-ordinates meetings, special events, and/or other similar activities for the Quality Control Officer;
- Maintains adequate supplies of stationery and office supplies;
- Liaises with external agencies on calibration, schedule service and repairs;
- Serves as a Recording Secretary on committee(s);
- Maintains up-to-date Report files by:
 - ✓ Collating, filing and compiling progress, annual and annual performance reports.
 - ✓ Distributing copies of these reports to the relevant persons
- Performs other related duties that may be assigned by the Quality Control Officer from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Planning and organizing skills
- Excellent knowledge of Records Management and Office Procedures
- Time management and organizational skills

Core:

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

Applications accompanied by Résumés should be submitted **no later than Tuesday, 9th August, 2022 to:**

**Director, Human Resource and Welfare Management (Acting)
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacancies@ifslmja.gov.jm

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**