



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 370**  
**OSC Ref. C.6495<sup>3</sup>**

**1<sup>st</sup> September, 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. **Executive Secretary 2 (OPS/SS 5) – (Not Vacant)**, salary range \$1,468,363 – \$1,745,422 per annum and any allowance(s) attached to the post.
2. **Case Receival Officer (SOG/ST 5) – (Vacant)**, salary range \$1,322,684 – \$1,572,255 per annum and any allowance(s) attached to the post.

**1. Executive Secretary 2 (OPS/SS 5)**

**Job Purpose**

Under the general direction of the Executive Director the Executive Secretary is responsible for organizing and administering a range of administrative and secretarial activities related to the Executive Director's Portfolio.

**Key Responsibilities**

***Technical:***

- Participates in administrative planning of the Office to ensure that maintenance of commitments and deadlines are kept;
- Ensures that all correspondence of a general or routine nature received by the Executive Director in a timely manner;
- Monitors the progress of activities within the Institute, providing background information, as well as preparing the Executive Director for participation in meetings;
- Participates in the preparation of official documents, Annual Reports, and co-ordination various activities;
- Participates in the planning and organizing of seminar/workshops on the instruction of the Executive Director;
- Organizes and manages the Office schedule;
- Monitors and updates activities and appointment for the Executive Director;
- Attends meetings instructed by the Executive Director and reproduces the Minutes and ensures follow-through with post meeting decisions and actions;
- Researches and compiles data, information and confidential files as requested;
- Ensures the maintenance of efficient manual and computerized systems of filing and securing of official and confidential records to facilitate access to information and speedy retrieval;
- Receives and date stamp correspondence and draft response to routine matters, proof read for accuracy and ensure they are dispatched;
- Ensures that all correspondence received in the Office are promptly processed and appropriate follow-ups pursued;
- Ensures that meetings are arranged or planned and efficiently co-ordinated;
- Keeps the Executive Director up-to-date on all activities related to the Office;
- Verifies the monthly Attendance Report for the Annex staff;
- Arrange overseas travel;
- Ensures that itinerary and per diem requests are prepared and submit to Permanent Secretary for approval;
- Makes travel and accommodation arrangements for the Executive Director when necessary;
- Aids in the preparation of the Institute's Annual Budget using Microsoft Excel and other related software;
- Assists in the preparation of Corporate and Operational Plan for the Institute using Microsoft Excel and PowerPoint and other related software;
- Works in conjunction with staff to prepare projections and reports;
- Drafts letters and memos for the Executive Director's signature;

- Drafts responses to customer complaints in respect to the services and operations of the Institute;
- Checks the Executive Office's email account routinely;
- Maintains the Executive Director's Diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis. Confirm, cancel and reschedule appointments on the Executive Director's behalf;
- Assists with the preparation of the Annual or Special Report;
- Monitors, appraises and conducts Performance Evaluation Reports for direct reports in a timely manner.

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

- Ability to communicate effectively, both orally and in writing;
- Ability to record and transcribe Minutes of meetings;
- Ability to maintain calendars and schedule appointments;
- Ability to create, compose, and edit written materials;
- Organizing and coordinating skills;
- Ability to maintain integrity
- Proficiency in MS Office software;
- Team player with the ability to work on own initiative
- Ability to work under pressure and meet deadlines.
- Customer and quality focused

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

- Associates Degree in Administrative Management or Public Sector management from an accredited tertiary Institution
- Certificate/Diploma in Secretarial Studies
- Administrative Management Level 3 from a recognized institution or equivalent
- Certified Administrative Professional (CAP) designation
- Five (5) years Secretarial/Administrative experience in a related field; two (2) of which should be in a senior position.

## **2. Case Receival Officer (SOG/ST 5)**

### **Job Purpose**

Under the supervision of the Manager, Case Receival, the Case Receival Officer is responsible for receiving cases by ensuring exhibits of evidentiary value are received and recorded; and evidence received are appropriately dispatched to the respective Departments of the Institute of Forensic Science and Legal Medicine.

### **Key Responsibilities**

#### **Documents Case Receipt information by;**

- Ensuring submission of cases and items are in accordance with Forensic Institute's policy and acceptance guidelines;
- Assisting with obtaining case information from Police Officers and other exhibit escorts to provide additional information or items that are required for scientific analysis;
- Advising Police Investigators and other law enforcement officials on the protocols, practices and guidelines for the acceptance, collection, handling, storage and submission of exhibits;
- Providing clients with a record of receipt (ie., evidence receipt) after evidence is received; and other client information sheets as required;
- Conferring with Forensic Institute Section Heads and/or staff regarding specific requirements, policies and practices for case receipt;
- Receives evidentiary material (s) by: screening all incoming evidential material to determine the nature, acceptability and usefulness of the items (s) based on acceptance guidelines, the knowledge of scientific analysis and testing, ongoing research and development and analytical capabilities/limitations of the Forensic Institute;
- Following IFSLM guidelines, policies and procedures, quality assurance practices and forensic laboratory accreditation standards for the proper retrieval, handling, packaging and storage, to ensure proper documentation, continuity of evidence and integrity of samples; taking corrective action if improper use of policy/procedures are apparent;
- Determining the appropriate Forensic Institute's Section for analysis of evidentiary material(s);
- Reviewing the Forensic Institute's Case Submission Form and ensuring that all the

information is complete and accurate and that all necessary documentation, in accordance with Forensic Institute's policy and procedure, is followed accordingly;

- Assigning case/file numbers to cases;
- Performs other related functions that may be assigned from time to time.

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

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

- Identify and analyze critical issue (s) as it relates to case receipt
- Planning and organizing skills.
- Good time management

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

- Integrity and honesty
- Communicate effectively.
- Excellent analytical skills as it relates to Case Receipt
- Confidentiality exercised at all times

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

- Associates Degree in any Pure, Applied or Natural Sciences  
**or**
- Training in Forensic Analysis/Forensic Evidence Processing  
**and**
- Two (2) years related work experience with exposure to the Pure, Applied or Natural Sciences exposure

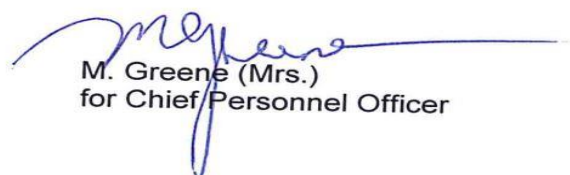
Applications accompanied by résumés should be submitted **no later than Wednesday, 14<sup>th</sup> September, 2022 to:**

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

**Email: [vacancies@ifslmja.gov.jm](mailto: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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer