



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 525 **OSC Ref. C.6495³**

2nd December, 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. **Management Accountant (FMG/PA 2) – (Not Vacant)**, salary range \$3,332,803 – \$4,482,249 per annum and any allowance(s) attached to the post.
2. **Senior Accounts Payable Officer (FMG/PA 1) – (Not Vacant)**, salary range \$2,735,387 – \$3,678,791 per annum and any allowance(s) attached to the post.
3. **ICT Support Officer (MIS/IT 4) – (Vacant)**, salary range \$2,735,387 – \$3,678,791 per annum and any allowance(s) attached to the post.
4. **Public Procurement Officer (GMG/AM 3) – (Vacant)**, salary range \$1,753,837 – \$2,358,715 per annum and any allowance(s) attached to the post.
5. **Forensic Secretary (OPS/SS 3)**, salary range \$1,370,094 – \$1,842,625 per annum and any allowance(s) attached to the post.
6. **Secretary (OPS/SS 2) – (Not Vacant)**, salary range \$1,124,500 – \$1,512,328 per annum and any allowance(s) attached to the post.

1. Management Accountant (FMG/PA 2)

Job Purpose

Reporting to the Director, Finance and Accounts, the Management Accountant is responsible for improving the financial capacity of the Institute of Forensic Science and Legal Medicine, in the mission to manage financial resources efficiently and effectively in accordance with the guidelines and policies of the Government of Jamaica.

Key Responsibilities

Management/Administrative:

- Maintains professional relationship with external and internal stakeholders;
- Participates in team efforts to achieve Unit's and Institute's goals;
- Provides information to internal and external stakeholders;
- Reviews and recommends changes in procedures to improve effectiveness and efficiency to systems and procedures;
- Manages activities within established regulations;
- Prepares and submits reports as requested;
- Establishes targets and sets assignments in consultation with Director, Finance and Accounts.

Technical/Professional:

- Participates in developing of the Institute's Strategic and Operational Plans;
- Prepares and implements IFSLM Recurrent Budget, in accordance with:
 - ✓ The approved Cooperate Plan
 - ✓ The guidelines and policies of the GOJ
- Ensures that the Institute's Budget and Cash Flow are prepared in accordance with GOJ guidelines;
- Prepares the Institute's Budget through a process of co-ordination and consultation; whilst ensuring it is prepared in accordance with ceilings and guidelines outlined in the Budget Call;
- Maintains control over operational expenditure and also ensures that expenditures are maintained within the budgetary limits;

- Liaises with Programme Managers monthly to determine planned activities and funding requirements;
- Prepares Monthly, Quarterly and Annual Cash Flow as per guidelines;
- Allocates funds for programmes/activities in accordance with warrant ceilings and departmental priorities;
- Implements effective internal controls to contain expenditure within warrant limits;
- Prepares Work Plans in conjunction with direct reports;
- Provides technical and financial advice to the relevant persons;
- Authorizes warrant allocation/corrections/amendments;
- Authorizes commitment vouchers of approved recurrent and capital expenditures in accordance with GOJ/FAA Act/guidelines;
- Authorizes payment and Journal Vouchers;
- Monitors all Journal Vouchers;
- Monitors Purchase Order and undischarged commitments;
- Authorizes the return of funds and unclear Purchase Orders Vouchers;
- Prepares annual/supplementary expenditure estimates according to GOJ guidelines;
- Attends meetings and seminars on behalf of the department internally and externally;
- Prepares budgetary analysis for decision making;
- Prepares monthly Variance Analysis Report as per expenditure statements;
- Obtains and analyzes monthly Financial Statements to determine:
 - ✓ All funds have been utilized as stated in the approved Budget
 - ✓ Funds were efficiently employed;
- Prepares Annual Wage Bill;
- Prepares and submits weekly reports to the Director;
- Conducts monthly visits and provides guidance to contracted funeral homes in preparing invoices and stipulated requirements in maintaining accounting records;
- Assists with the overall management of the Department;
- Assists with the preparation of the Department's Standard Operating Procedures Manual;
- Ensures that the filing and retentions/storage of records is undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and in keeping with the requirements of the Access to Information Act.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Accounting Principles and Practices
- Excellent of Government Accounting and Financial Management Electronic System
- Expect knowledge of Financial Administration and Audit Act
- Expect knowledge of Government accounting standard and procedures
- Excellent presentation and oral and written communication skills
- Excellent knowledge of computer applications
- Excellent analytical and problem-solving skills
- Excellent leadership interpersonal skill
- High level of integrity and confidentiality
- Excellent teamwork and co-operation
- Excellent judgment skills
- Excellent planning and organizing skills
- Skill in operating computerized accounting systems
- Tenacity

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 Condition Associated with the Job

- Travelling is required;
- Extended working hours are expected.

2. Senior Accounts Payable Officer (FMG/PA 1)

Job Purpose

Reporting to the Manager, Accounts Payable and Payroll the incumbent is to ensure that all suppliers are paid in a timely manner and in compliance with the Government of Jamaica (GoJ), Financial Administration and Audit (FAA) Act, and the Public Procurement Act and Regulations.

Key Responsibilities

Professional/Technical:

- Conducts periodic checks of Registers (Rental/Leases and Payments);
- Checks and certifies all Payment Vouchers;
- Certifies vouchers in respect of cheques, cash and electronic payments;
- Monitors commitment schedules (new commitment and purchase orders);
- Prepares Monthly Accounts Payable Report;
- Supervises the Accounts Payable Officers;
- Prepare and submits weekly report to the Manager, Payable and Payroll;
- Re-verifies supporting documents for payments to ensure accuracy and completeness;
- Verifies and signs all prepared Tax Certificates for all withholding taxes;
- Maintains an efficient Filing System for all financial documents;
- Resolves issues that may arise with suppliers amicably;
- Certifies invoices and ensuring that goods and services are satisfactorily rendered;
- Prepares ad-hoc reports on request;
- Performs any other related duties that may be assigned from time to time.

Human Resource:

- Conducts performance evaluation reviews for supervisee;
- Assists in the preparation of the Supervisee's Work Plans;
- Assists in the preparation of the Corporate/Operational Plan;
- Mentoring of 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

- Sound knowledge of accounting techniques, principles and practices
- Knowledge of Government Accounting and Financial Management Electronic System
- Comprehensive knowledge of Financial Administration and Audit Act
- Good oral and written communication skills
- Good knowledge of computer applications (Microsoft Excel)
- Good knowledge in operating computerized accounting systems (preferably FINMAN)
- Sound knowledge of the Government accounting standard and procedures
- Good analytical and problem-solving skills
- High level of integrity and confidentiality
- Excellent teamwork and co-operation
- Good judgment skills
- Good planning and organizing skills

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 4, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution;
- ASC. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2, & 3; or
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

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;
- Responds to newly identified security threats, rapidly identify and fixing any network devices;
- Helps with the roll out of desktops PCs; these responsibilities will include software and hardware upgrade planning and the general execution of desktop rollouts;
- Configures, and tests computer hardware, VOIP, networking software and operating system software;
- Recommends changes to improve systems and network configurations and determines 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
- Teamwork and co-operation
- Ability to use own initiative
- 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**) with
- One (1) year working experience.

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours on weekends and public holidays when the need arises.

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 suppliers of goods and services;
- Maintains the Procurement Log Book;
- Makes photocopies of all procurement document 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 follow-ups 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 skills
- Customer and quality focus
- Teamwork and co-operation
- Ability to use own initiative
- Good planning and organizing skills
- 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.

Special Condition Associated with the Job

- May be required to work beyond normal working hours and on weekends.

5. Forensic Secretary (OPS/SS 3)

Job Purpose

Under general supervision, 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 from the exhibit form into the Statistic Log Book accurately;
- Embossed completed cases using the embossed machine accurately;
- 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, complete and where necessary, initiates 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 sources 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 ensure that they are promptly delivered;
- Maintains a daily Diary of appointments for the Director, Biology 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. Control and monitor 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
- 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 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 duties that 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
- Advanced knowledge of shorthand
- Good planning and organizing skills
- Project co-ordination skills
- Time management and organizational skills

Core:

- Advanced word processing skills
- Excellent interpersonal skills
- Good oral and written communicate skills
- Good planning and organizing skills
- Manage interpersonal communication and relationship
- 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.

Special Condition Associated with the Job

- Prolonged use of computer

6. Secretary (OPS/SS 2)

Job Purpose

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

Key Responsibilities

Technical/Professional:

- Prepares reports using Microsoft Office;
- Records dictation from the Director and reproduces;
- Prepares correspondence, reports and other administrative documents for the signature of the Director;
- 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 Director;
- Maintains adequate supplies of stationery and office supplies;
- Liaises with external Agencies on calibration, schedule service and repairs;
- Serves of as recording secretary on committee(s);
- Maintains up-to-date Report files by:
 - ✓ Collating, filing and compiling Progress Reports, Annual Report and Annual Performance Reports
 - ✓ Distributes copies of these reports to the relevant persons
- Performs any other related duties that 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
- Good planning and organizing skills
- Excellent knowledge of Records Management and Office Procedures
- Good time management skills

Core:

- Advanced word processing skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Manage interpersonal communication and relationship

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 Thursday, 15th December, 2022 to:**

**Director
Human Resource and Welfare Management (Acting)
Institute of Forensic Science and 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**