



Office of the Services Commissions

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CIRCULAR No. 293 **OSC Ref. C.6567¹⁵**

4th July, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to fill the following posts in the **Institute of Forensic Science and Legal Medicine (IFSML), Ministry of National Security**:

1. **Performance Management Administrator (GMG/AM 4) (Not Vacant) - Organizational Development and Performance Management, (during the period from August 2, 2023 - November 15, 2023),** salary range \$2,478,125 – \$3,332,803 per annum.
2. **Mortuary Technician (HTAC/HT 2) - (Vacant) - Forensic Pathology Department,** salary range \$1,922,483 – \$2,285,228 per annum.

1. Performance Management Administrator (GMG/AM 4)

Job Purpose

Under the supervision of the Director, Organizational Development and Performance Management, the PM Administrator works with other officers, managers, supervisors and staff, on activities necessary to support the development, maintenance and monitoring of the Performance Management and Evaluation System within the Institute.

Key Responsibilities

Professional/Technical

- Participates in the Corporate and Operational Planning activities of the Department to gain a full understanding of the Mission and objectives of the Organization and to inform the activities of the HRM&D Department in providing guidance to Line Managers and staff in completing their Divisional/Unit and Individual PMAS Work Plans and other related requirements of the PMES;
- Develops Work Plan for the implementation of/oversight of the PMES and its operation for each financial year;
- Develops in collaboration with the HR Director and the EPMAT, plans for the development of the PMES;
- Conducts PMES Sensitization Sessions within the Institute in collaboration with other HRD practitioners;
- Develops and executes PMES related change management initiatives in collaboration with the Director the EPMAT, managers and supervisors;
- Collaborates with the Director, Organizational Development and Performance Management to develop and ensures approval of output focused Job Descriptions for the required posts in collaboration with other HRD practitioners, managers and employees;
- Facilitates Unit Work Plan sessions as necessary;
- Reviews samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Develops customized manuals and forms for the Institute, in keeping with the PMES Guidelines;
- Undertakes specific aspects of in-house training for selected categories of employees and co-ordinates the implementation of training by other officers to ensure that the objectives are met.

Human Resource:

- Assists in developing customized PMES material for employee Orientation Sessions in the Institute;
- Provides training for newly appointed managers, supervisors with respect to their responsibilities under the PMES;
- Assists in Providing guidance and information on PMES related issues to all staff including managers and supervisors.

Administrative:**Monitoring and Compliance:**

- Ensures that all staff is aware of the Timetable for PMES related activities over a given financial year;
- Prepares comprehensive PMES Compliance Reports for the EPMAT;
- Maintains current Register for employees, their Appraising Managers and Reviewing Managers;
- Ensures that all managers and supervisors are in receipt of all PMES Manuals, handbooks, templates, policies and procedures required to operate the system effectively;
- Ensures that PMES Work Plans are received for all relevant staff members in a timely manner;
- Monitors compliance with the conduct of Interim Evaluations and provides guidance as necessary;
- Ensures that Performance Evaluations for all staff members are completed on an annual basis;
- Monitors the implementation by managers of remedial and corrective action to address under-performance.

Required Knowledge, Skills and Competencies

- Comprehensive and sound knowledge of the Performance Management and Appraisal System as established in the guidelines issued by the Office of the Cabinet
- Knowledge of job analysis, performance management and appraisal processes and methods including writing Job Descriptions and Work Plans
- Knowledge of report writing
- Good command of the English Language
- Proficiency in the use of relevant computer applications (Word, PowerPoint, Excel.)
- Good oral and written communication skills
- Customer and quality focus
- Strategic vision
- Analytical thinking
- Teamwork and co-operation
- Good planning and organizing skills
- Good interpersonal skills
- Ability to use own initiative

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies, Human Resource Management or equivalent qualifications from an accredited Institution;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System would be an asset;
- Three (3) years' experience at a middle management level in Human Resource Management preferably in the Public Sector, in an organization of similar size and complexity.

2. Mortuary Technician (HTAC/HT 2)**Job Purpose**

Under the direction of the Mortuary Supervisor, the Mortuary Technician assists in the provision of an efficient and high-quality mortuary service including: receiving and handing-over dead bodies, Post Mortem preparations and maintaining Autopsy Room and the cleaning and handling of dead bodies. The incumbent is also responsible to ensure that equipment and surroundings are clean; waste and other hazardous materials disposed of are in keeping with the Standard Operating Procedures of the Morgue.

Key Responsibilities***Professional/Technical:***

- Assists with the receiving and storage of bodies at or for the Mortuary;
- Maintains an aseptic autopsy area, including instruments, equipment and clothing and for asepsis in the handling of the bodies;
- Transmits instructions from the Mortuary Supervisor to the photographer on placement and locations to obtain useful photographs of designated specimens;

- Maintains equipment readiness for use, preparing and maintaining adequate supplies and replenishing supplies;
- Secures clothing and valuables of the deceased; records receipt and properly disposing of them;
- Tags/Labels all dead bodies/body parts received into the Morgue for proper identification;
- Assists with the preparation of dead bodies for Postmortem Examinations;
- Ensures that the bodies for Postmortem are properly identified;
- Carries out the movement/transportation of items to/from the Institute as requested;
- Maintains cleanliness of the Morgue and disposes of tissue and biomedical waste materials in keeping with standard protocols;
- Sterilizes and makes available for use, materials/equipment for autopsies in a timely manner.

Administrative:

- Assists families in the identification of dead bodies;
- Participates in the Record Keeping of all Postmortem conducted;
- Reports any accidents/incidents in the course of duty to the shift Supervisor in accordance with standard protocol;
- Complies with all quality assurance policy guidelines and works within the prescribed quality standards for the mortuary service.

Required Knowledge, Skills and Competencies

Technical:

- Basic knowledge of forensic cross contamination issues
- Ability to lift and carry bodies weighing up to 300lbs, using equipment where necessary
- Knowledge of the use and disposal of chemical and instruments
- Ability to carry out Risk Assessments relative to infectious and hazardous bodies, body fluids, harmful chemicals and mortuary equipment and instruments
- Ability to prepare bodies for viewing and identification

Core:

- Adequate report writing skills
- Ability to multitask and prioritize
- Tact and sensitivity for working with bereaved relatives
- Awareness of and respect for different religious beliefs about death
- Confidentiality and integrity
- Punctual in attendance

Minimum Required Qualification and Experience

- Completion of Secondary School Education Certificate;
- One (1) year working experience in a mortuary;
- Specialized Training in Janitorial Services;
- Specialized Training in Dissection would be desirable.

Special Conditions Associated with the Job:

- Exposure to unpleasant sights and smells;
- Exposure to hazardous chemicals/situations.

Applications accompanied by résumés should be submitted **no later than Monday, 17th July, 2023 to:**

**Director
Human Resource and Welfare Management
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacancies@ifslmj.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**