



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 319** **OSC Ref. C.6495<sup>3</sup>**

14<sup>th</sup> 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 assigned fill the following **vacant** posts in the **Institute of Forensic Science and Legal Medicine (IFSMLM)**:

1. **Quality Control Officer (SOG/ST 7) - Executive Office**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Human Resource Officer (GMG/SEG 1) - Human Resource and Welfare Management Unit**, salary range \$3,094,839 – \$4,162,214 per annum.
3. **Records Officer 2 (PIDG/RIM 3) - Organizational Development and Performance Management Unit**, salary range \$ 1,984,305 – \$2,668,670 per annum.

#### 1. **Quality Control Officer (SOG/ST 7)**

##### **Job Purpose**

Under the direction of the Executive Director, the Quality Control Officer is responsible for managing the Institute's Quality Assurance/Control programme. The Quality Assurance/Control programme includes the development of service/operational (Forensic Science and Pathology) standards and audits, continuous quality improvement and developing plans to meet quality assurance objectives.

##### **Key Responsibilities**

###### ***Technical/Professions:***

- Develops statistical tools and procedures for volume and service monitoring, including trend analysis and forecasting. Analyzes, summarizes and presents service data in formats that fulfil a variety of internal and external requirements;
- Assists the Executive Director and Management Team with various external programme/operational audits and reviews;
- Leads the development of plans to ensure improvement in the quality of service;
- Performs various internal audits and reviews as assigned by the Executive Director; identifying quality control/assurance concerns and providing recommendations for addressing those concerns;
- Assists Senior Directors, Directors and Chief Forensic Science Officers to prepare for internal and external audits;
- Conducts quarterly internal reviews of all direct operational areas and prepares Quantitative and Qualitative Outcomes-based Reports to the Executive Director in a timely manner;
- Develops outcomes measurements designed to ensure that collaborative quality approaches to services are delivered to Users of the Institute e.g. (Police, INDECOM and the Judicial Community);
- Develops and monitors outcome measures designed to gauge whether the organizational environment supports the collaborative approach to the delivery of Forensic Science Services to Jamaica and the Region;
- Ensures a quality assurance mind-set is reflected throughout the Organization through quality control mechanism;
- Monitors, analyses and reports problem areas and identifies strategies to address areas of concern;
- Ensures appropriate calibration of quality equipment and apparatus;
- Collaborates with Senior Management Team, conducts random quality assurance testing of services to users to determine quality of service and develops corrective Action Plans if services are not meeting expected outcomes;
- Implements a strategic quality assurance system/programme/framework for all Forensic Services of the Institute focusing on sustained continuous improvements;

- Collaborates with external organisations and quality assurance specialists both locally and internationally, to ensure the Institute uses best practice quality assurance functions and methods within its Quality Assurance Programme;
- Organizes and leads Adhoc Committees representative of the different functions within the Institute to plan, monitor and deliver quality assurance surveys, analysis and recommendations to Senior Management;
- Conducts quarterly reviews of all serious occurrences and compiles a Quarterly Report for the Management Team including recommendations for quality improvements;
- Leads the Accreditation Portfolio for the various Forensic Science and Forensic Pathology bodies and associations and works with Managers to ensure all requirements are met in a timely manner;
- Has responsible for ensuring Quality Assurance Committee is functioning properly and at its full capacity;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer relations skills
- Ability to use own initiative
- Goal/Results oriented
- Teamwork and co-operation

#### ***Functional/Technical:***

- Sound technical knowledge in Laboratory/Forensic Laboratory ; Accreditation processes and ISO Certification standards
- Sound technical knowledge in quality assurance, responsibility and sustainability systems
- Sound knowledge in statistical methodologies
- Intermediate knowledge of Forensic Sciences: Chemistry, Biology, Microbiology, Firearms and Toolmarks/Physical Sciences
- Ability to conduct feasibility analysis of quality assurance procedures and translate quality systems into market and financial opportunities
- Proficient with laboratory and quality assurance ICT packages.

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

- Bachelor's Degree in Pure and Applied Sciences, Social Sciences or relevant equivalent;
- Training in Quality Assurance or Total Quality Management;
- Three to five (3-5) years' experience in Forensic Science or Laboratory Science.

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

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

## **2. Human Resource Officer (GMG/SEG 1)**

### **Job Purpose**

Under the supervision of the Director, Human Resource and Welfare Management, the Human Resources Officer is responsible for providing support in various Human Resource functions such as administration and benefit services to employees, recruitment, selection, Human Resource Counselling, Employee Relations, Health Insurance and Retirement Benefits Programmes in accordance with the Institute's established policies and procedures.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Keeps all rules and regulations which affect staff current and posted for their information;
- Ensures that all systems are in place to provide employees with information about benefits for which they are eligible;
- Advises all Heads of Sections on matters affecting staff welfare;

- Verifies Officers' eligibility for Motor Vehicle Loans and prepares recommendation to the Senior Director for approval and submission to the Ministry of Finance and the Public Service (MOFPS);
- Advises officers of the outcome of their applications for Motor Vehicle Loan and Duty Concession;
- Ensures the Motor Vehicle Register is properly updated and maintained;
- Communicates and explains employee assistance services such as loans, grants, offered by the MOFPS and other institutions;
- Submits applications to the relevant authorities for the processing of all loan benefits available to eligible officers;
- Collates and submits applications regarding National Insurance Scheme (NIS) to the Ministry of Labour and Social Security for processing of benefits/compensation for officers injured on the job;
- Makes the necessary arrangement for the collection of Health Cards from Sagicor and distributes same to staff;
- Liaises with Sagicor regarding addition and amendments to the subscriber's policies;
- Monitors employee feedback on Benefits Programmes, and use the information gathered to formulate recommendations for improvement.

***Participates in the recruitment and selection of staff:***

- Prepares schedule and documents of shortlisted applicants;
- Reviews documents for completeness, accuracy and transparency;
- Participates in the recruitment, selection and appointment of staff;
- Conducts and documents background checks of successful applicants;
- Plans and conducts new Employee Orientation to foster positive attitude toward organizational objectives;
- Introduces new employees to staff and relevant facilities;
- Supervises the computations of leave entitlement and ensures the timely and accurate processing of Study, Recreational, Vacation and Pre-retirement Leave and Special Sick Leave;
- Manages the administration of all types of leave and ensures that the Annual Vacation Leave Roster is ready for circulation at the beginning of the year;
- Checks schedule of staff who are habitually late or absent for submission to Director;
- Ensures that the Attendance Register is properly maintained;
- Provides accurate and timely information of indebtedness and leave eligibility for officers who have resigned or separated from the Institute;
- Prepares the schedule of employees who are eligible for retirement and all relevant documents for submission to the Pensions Branch;
- Provides individual employee with counselling on retirement options and eligibility requirements;
- Provides information regarding HR policies rules and regulations;
- Provides profiles for officers to be employed, appointed, promoted, confirmed, terminated, seconded, transferred and those who have resigned and submit to the Senior Director, Human Resource Management, Development and Administration;
- Conducts Exit Interviews to identify reasons for employee's separation.

***Participates in the employee relations and HR counselling of staff:***

- Assists in providing accurate and appropriate advice to the Director, on Industrial Relations and staff welfare issues of the Institute and its stakeholders;
- Assists in conducting research, prepares Briefs and arguments for claims submitted by the Union/Staff Associates for improvement in salaries, wages, fringe benefits and other issues in relation to conditions of service;
- Provides counselling to staff who have performance related obstacles;
- Implements designated programmes related to staff welfare issues eg. canteen, First Aid, and Rest Room/facilities;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Integrity and confidentiality
- Ability to exercise sound judgement
- Strong customer orientation skills
- The ability to prioritize amongst conflicting demands
- Excellent HR/People Management skills
- The ability to motivate and influence others
- Strong leadership skills
- Excellent inter-personal, oral and written communication skills

- Excellent critical thinking, analytical and problem-solving skills

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

- Undergraduate Degree in Human Resource Management or Development, Management Studies, Business Administration or related discipline from an accredited Institution;
- Three (3) years' experience in Human Resource Management, of which is at a Supervisory level.

### **3. Records Officer 2 (PIDG/RIM 3)**

#### **Job Purpose**

Under the general supervision of the Director Organizational Development and Performance Management the incumbent will manages and maintains an efficient and effective records and Information Management System within the Organizational Development and Performance Management Unit in accordance with established policies and procedures

#### **Key Responsibilities**

- Assist with co-ordinating training and Orientation Sessions;
- Ensures that the objectives of the HRMD&A are consistent with the overall objective of the Unit;
- Responds to queries and complaints regarding matters affecting the operation of the Unit;
- Ensures that request for service and or other personnel documents are promptly responded to;
- Prepares Work Plan in collaboration with the Director OD&PM for the Records Management function and reviews, evaluates and makes recommendations on work products, methods, procedures, and policies;
- Prepares and submits reports/data on the Records Information Management Systems of the Unit as required;
- Maintains and manages an efficient and effective Human Resource Development and Performance Management Records and MyHr+ Database.

#### ***Other:***

- Relieves Telephone Operator/Receptionist as the need arise;
- Performs any other related duties that may be assigned from time to time.

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

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

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Client-focused
- Resourceful and reliable
- Team and results oriented

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

- Exposure to established file management systems and procedures
- Working knowledge of central government's mail processing procedures
- Sound knowledge of established records management systems and procedures
- Sound knowledge of established records management systems and procedures
- Proficiency in the use of Microsoft Office Suits and other relevant computer applications and systems

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

- Certificate in Records Management from a recognized institution;
- Four (4) GCE O' Level or CXC General Proficiency Level Passes including English Language and a numeric subject;
- Working knowledge of Myhr+ Software;
- Three (3) years working experience in Records Management.

Applications accompanied by résumés should be submitted **no later than Thursday, 27<sup>th</sup> July, 2023 to:**

**Director  
Human Resource and Welfare Management and Administration  
Institute of Forensic Science and Legal Medicine  
2½ 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**