



Office of the Services Commissions

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CIRCULAR No. 185 **OSC Ref. C. 6495⁴**

6th May, 2024

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 the post of **Forensic Science Officer (SOG/ST 6) - (Not Vacant)** in the **Chemistry Department, Institute of Forensic Science and Legal Medicine**, salary range \$5,198,035 – \$6,990,779 per annum.

Job Purpose

Under general supervision of the Senior Forensic Science Officer, the incumbent will perform chemical and physical analysis and examinations of evidence, using qualitative and quantitative techniques in one or more of the following: trace evidence, toxicological screening, drug analysis, fire debris, explosives and other miscellaneous items.

Key Responsibilities

Professional/Technical:

- Documents and reports casework results in the preparation of Laboratory Reports;
- Examines and tests materials such as viscera, body fluids, narcotics, vegetable matter, alcohols, petrol, debris, paint, glass, earth and any other substances, materials and objects which may constitute physical and chemical evidence;
- Analyzes physical evidence by chemical, physical and instrumental techniques;
- Makes 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.
- Assists in the preparation of findings for Court presentations;
- Troubleshoots equipment;
- Cleans and maintains routinely, used apparatus and equipment assigned to the Section;
- Assists in the reconstruction of situations and physical evidence of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime;
- Receives and dispatches casework exhibits;
- Records evidential material tests performed and their results;
- Prepares reagents for analysis;
- Conducts presentations on Forensic Chemistry to groups and individuals;
- Reviews new techniques and procedures in the field of Forensic Chemistry;
- Consults with investigating officers, attorneys, etc. in respect of casework status and findings;
- Examines photographs of crime scenes and other physical evidence.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communications skill;
- Excellent word processing skills and related software applications;
- Ability to multitask and prioritize;
- Ability to quickly recognize and analyze irregular events;
- Ability to effectively operate a variety of forensic lab equipment;
- Ability to maintain integrity at the highest level.

Technical:

- Knowledge of the theory and application of organic, inorganic, analytical and physical chemistry;
- Comprehensive knowledge of instrumental analysis including, but not limited to, gas chromatography, mass spectrometry, infrared analysis and ultraviolet analysis;
- Demonstrated knowledge of Forensic Science operations;
- Knowledge of Government practice, policy, procedure, statutes, ordinances and criminal law.

Minimum Required Qualification and Experience

- Bachelor's Degree in Chemistry or other related sciences from an accredited University;
- Three (3) years relevant experience in Chemistry and/or Forensic Chemistry.

Special Conditions Associated with the Job:

- Exposure to hazardous chemical and/or situations;
- Emotional and mental stress associated with case histories.

Applications accompanied by résumés should be submitted **no later than Friday, 17th May, 2024 to:**

**Director, Human Resource and Welfare Management (Acting)
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard 2 Oxford Road
Kingston 5**

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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**