



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 305 **OSC Ref. C.6495⁴**

25th July, 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/fill the following posts in the **Institute of Forensic Science and Legal Medicine (IFSLM)**:

1. **Senior Payroll Officer (FMG/AT 3) (Not Vacant) - Finance and Accounts Department**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Forensic Secretary (OPS/SS 3) (Vacant) - Biology Department**, salary range \$1,711,060 – \$2,301,186 per annum.
3. **Secretary 2 (OPS/SS 2) (Vacant) - Forensic Science Department**, salary range \$1,439,455 – \$1,935,907 per annum.

1. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Manager, Accounts Payable and Payroll, the incumbent will ensure that payroll controls for monthly and fortnightly payrolls are accurately checked and are in keeping with Government guidelines.

Key Responsibilities

Technical:

- Ensures that payroll (monthly/fortnightly) are accurately calculated and submitted in the stipulated time frame for payment;
- Prepares all salary-related reports in a timely manner;
- Updates of the Payroll Software within the stipulated time frame;
- Ensures that all anomalies are promptly investigated and corrected;
- Certifies payment vouchers of allowances prepared by Salary Officer;
- Ensures the accuracy of the Interim Payroll information;
- Addresses any payroll-related concerns/issues that may arise;
- Verifies the statutory deduction letters prepared for clients;
- Uploads to the Central Payroll Processing System (CPPS) payroll changes for approval by the Manager, Accounts Payable and Payroll in the stipulated time frame;
- Prepares requisition for statutory payments to be made;
- Reviews all employees' allowances subsistence, supper, out of base;
- Files SO1 and SO2 forms with Tax Administration Jamaica (TAJ) within the stipulated time frame;
- Performs any other related duties that may be assigned from time to time.

Human Resource:

- Conducts performance reviews for direct report(s);
- Assists in the preparation of Work Plans;
- Mentors 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

- Knowledge of Government Accounting and Financial Management Electronic System;
- Working knowledge of the Financial Administration and Audit (FAA) Act;
- Good oral and written communication skills;
- Excellent planning and organizing skills;

- Excellent problem-solving skills;
- Skill in operating a computerized accounting system.

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

2. Forensic Secretary (OPS/SS 3)

Job Purpose

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

Key Responsibilities

- Prepares certificates using File Maker;
- Transfers data accurately from the exhibit form into the Statistic Log Book;
- Embosses completed cases accurately using the embossed machine;
- 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 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 and 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 supplies for the Department;
- Screens telephone calls for the Director and other officers in their absence;
- Records telephone messages and ensures that they are promptly delivered;
- Maintains a daily diary of appointments for the Director and ensures that it is kept up to date;
- Maintains an efficient filing system;
- Establishes and maintains a system of control for policy, classified and confidential documents held by the Director. Controls and monitors 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 in compiling Progress Reports, Annual Report and Annual Performance Reports
 - ✓ Distributing 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 other related duties as may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Advanced word processing skills;
- Excellent interpersonal skills;
- Effective oral and written communication skills;
- Manage interpersonal and relationship;
- Good planning and organizing skills;
- Advanced time management and organizational skills

Technical:

- Advanced knowledge of computerized management and the relevant computer applications;
- Excellent knowledge of records management and office procedure.

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.

3. Secretary 2 (OPS/SS 2)

Job Purpose

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

Key Responsibilities

Technical/Professional:

- Prepares case reports using Microsoft Office;
- Prepares certificates using File Maker;
- Embosses completed cases using accurately the embossed machine;
- 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 and complete and, where necessary, initiate corrective action;
- Conducts research and sources information;
- Screens telephone calls for the Director and other officers in their absence, record

- telephone messages and ensures that they are promptly delivered;
- Maintains an efficient filing system;
- Establishes and maintains a system of control for policy, classified and confidential documents. Controls and monitors all documents and files entering and leaving the Division;
- Schedules and co-ordinates meetings, special events, and/or other similar activities for the Division;
- Assists with the maintenance of the Director's diary (both electronically and written) recording appointments, meetings, visit etc. on a day-to-day basis. Confirms, cancels and reschedules appointment on his/her behalf;
- Maintains up-to-date Report files by:
 - ✓ Collating, filing and compiling progress reports, annual report & annual performance reports.
 - ✓ Distributing copies of these reports to the relevant persons
- Circulates, or ensure the circulation of, memoranda, circulars, magazines and other documents within the Division;
- Performs any other related duties that may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Advanced word processing skills;
- Excellent Interpersonal skills;
- Effective oral and written communicate skills;
- Manage interpersonal communication and relationship;
- Advanced time management and organizational skills;
- Good planning and organizational skills.

Technical:

- Advanced knowledge of computerized management and the relevant computer applications;
- Excellent knowledge of Records Management and Office Procedures.

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 Friday, 9th August, 2024 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

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 read 'Desreen Smith', with a stylized flourish at the end.

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