



Office of the Services Commissions

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CIRCULAR No. 72 **OSC Ref. C.6495⁴**

13th February, 2025

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. **Firearms and Toolmarks Examiner (SOG/ST 6) - (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Forensic Science Officer (SOG/ST 6) - (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Forensic Secretary (OPS/SS 3) - (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
4. **Senior Secretary (OPS/SS 3) - (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Firearms and Toolmarks Examiner (SOG/ST 6)

Job Purpose

Under the supervision of the Chief Forensic Firearms and Toolmarks Examiner, the incumbent assists with conducting forensic testing and examinations on a variety of exhibits related to firearms and tool mark identification in support of criminal and other investigations; maintains assigned laboratory instruments to ensure their effective operation, and to participate in forensic research, as directed.

Key Responsibilities

Technical/Professional:

- Conducts forensic testing and examinations of a variety of case-related items and samples e.g. firearms, ammunition and their components;
- Examines case material using a variety of microscopes to conduct preliminary examinations;
- Collects submitted parcels, assigns FL# and document in master book and team book;
- Scribes FL # and Letter on exhibits submitted by escorts;
- Acquires and assesses digital images and data in the IBIS;
- Provides liaison with clientele of the Institute, and assists with various types of examinations;
- Examines possible hits presented by IBIS machines, to identify possible hits to be confirmed by senior staff;
- Logs and maintains firearm receipt and distribution;
- Enters data into ATF to effect tracing of weapons;
- Ensures safe custody of all firearm and ammunition entering and leaving the vault;
- Documents and processes incoming and outgoing case materials;
- Prepares work area for examinations and logs results;
- Generates and collects test results to be presented for further analysis;
- Issues certificates and exhibits to customers;
- Conducts preliminary examinations on submitted case related materials;
- Provides testimony in a court of law, when required, regarding laboratory procedures, methods and protocols;
- Responds to telephone requests, e.g. checking of status of ballistics certificate, etc.
- Participates in the validation, calibration and maintenance of new instruments;
- Pairs confirmation of IBIS hits;
- Submits case related items in E-Trace system to acquire origins for weapons related to illegal possession and murder;
- Conducts Direct Part Marking (DPM) with Dot Peen machine for GoJ owned weapons;

- Carries out armourer duties (disassembling and reassembling of firearms) to conduct examination;
- Performs other related duties as may be assigned by the Director from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Good knowledge of exhibit record keeping
- Expert knowledge of firearms and ammunition and their mechanisms;
- Ability to disassemble and reassemble firearms mechanisms and an understanding of how moving parts interact with each other
- Technical report writing skills
- A safety conscious attitude in the handling of firearms
- Honest and unbiased, despite the pressures of being examined by lawyers each of whom wishes to present a single side of the case. Articulating clearly the complexities of technical procedures.
- Expert knowledge of ballistics record keeping
- Expert knowledge of standard operating procedures; firearm and ammunition testing/handling, laboratory equipment and crime scene investigation
- Advance knowledge of computerized forensic databases and familiarity with document creation software programmes

Minimum Required Qualification and Experience

- Bachelor's Degree in Forensic Science or biology/physics/biochemistry or closely related natural science;
- One (1) year working experience handling firearms;
- Exposure to law enforcement/security environment would be a plus.

Special Conditions Associated with the Job

- Handling of firearms and ammunition;
- Might be required to report for duty on short notice during important cases or upon the discovery of a new crime scene;
- Travelling to crime scenes to collect evidence.

2. Forensic Science Officer (SOG/ST 6)

Job Purpose

Under the 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;
- Performs any other related duties that may be assigned from time to time.

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
- 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.

3. Forensic Secretary (OPS/SS 3)

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:

- Prepares certificates using File Maker;
- Transfers data from the exhibit form into the Statistic Log Book;
- Embosses completed cases 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 stationery 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 to compile Progress Reports, Annual Reports 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 other related duties as may be assigned by the Director from time to time.

Required Knowledge, Skills, and Competencies

- Sound command of English
- Ability to communicate effectively, both orally and in writing
- Ability to record and transcribe meeting Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Organizing and co-ordinating skills
- Proficiency in MS Office software
- Team player with the ability to work on own initiative
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Four (4) or more CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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

- Graduation 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Secretarial Seminar at Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; 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 computer software applications and four to five (4-5) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Director, Human Resource and Welfare Management the incumbent is responsible for organizing and administering all activities related to the Unit; ensures that the secretarial work and clerical duties are carried out promptly and efficiently; contacts are maintained with persons and groups critical to the successful implementation of the Unit's programmes and activities.

Key Responsibilities

Technical/Professional:

- Ensures that all correspondence of a general or routine nature is received by the Director, Human Resource and Welfare Management in a timely manner;
- Conducts research and prepares draft responses to certain correspondence for vetting by the Director;

- Keeps abreast of the progress of activities within the Institute, providing background information, as well as preparing the Director for participation in meetings;
- Organizes meetings for the Director;
- Disseminates circulars/information to members of staff;
- Assist with the inputting of information into Myhr+;
- Performs any other related duties delegated by the Senior Director.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Advanced word processing skills
- Excellent interpersonal skills.
- Good planning and organizing skills
- Excellent time management skills

Technical:

- Advanced knowledge of computerized management and the relevant computer applications
- Advanced knowledge of shorthand
- Project co-ordination skills

Minimum Required Qualification and Experience

- Four (4) or more CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), 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

- Graduation 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Secretarial Seminar at Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; 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 computer software applications and four to five (4-5) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

Applications accompanied by résumés should be submitted **no later than Wednesday, 26th February, 2025 to:**

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

Email: vacanciesfslab@gmail.im

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**