



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

**FORENSIC SECRETARY (OPS/SS 3)
INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE**

SALARY SCALE: \$828,588.00 – \$984,930.00 PER ANNUM

JOB PURPOSE:

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

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Prepares certificates using File Maker
- Accurately Transferring data from the exhibit form in to the statistic log book
- Accurately embossed completed cases using the embossed machine
- Backs up data system and prepares monthly report for crime observatory
- Records dictation from the Director and reproduce, by word processing, all dictated notes.
- Types, by word processing, all manuscripts prepared by the Director.
- Drafts and verify 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.
- Plans and arranges for travel and accommodation
- Liaises with Government/Public Sector & Private Sector associates locally and overseas in the exchange of data
- Conducts research and source information
- Distributes and maintains adequate stationary supplies for the department.
- Screens telephone calls for the Director and other officers in their absence, record telephone messages and ensure 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. Control and monitor 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 report & annual performance reports.

- Distributes copies of these reports to the Director

Coordinate 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 ensure the circulation of, memoranda, circulars, magazines and other documents within the department.
- Performs other duties as may be assigned by the Director from time to time.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical office environment, no adverse working conditions;

REQUIRED 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 coordinating 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 EDUCATION AND EXPERIENCE

- Four (4) CXC's or GCE's including English and a numeric subject
- Certificate in Administrative Management Level 2 (CAM 2) or equivalent
- Certified Administrative Professional (CAP) would be an asset.
- Three (3) years related work experience

Interested persons should forward their application and résumé **NO LATER THAN Friday, October 13, 2017** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com**

Please note that we thank all for responding but only shortlisted applicants will be contacted.