

JOB DESCRIPTION

JOB TITLE: SCIENCE OFFICER (BIOLOGY)

REPORTS TO: SENIOR SCIENCE OFFICER (SSO)

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS/ GUYANA FORENSIC SCIENCE LABORATORY (GFSL)

PURPOSE: To examine exhibits to determine the presence or absence and origin of DNA, or deoxyribonucleic acid material and related evidence found at various scene of crime.

KEY OUTPUTS:

- Conduct scientific analysis
- Process forensic DNA or related evidence
- Prepare and issue Certificate of Analysis
- Chain of Custody procedures developed, maintained and file records

RANGE OF ACTIVITIES:

- To assist the Senior Science Officer in carrying out forensic analysis on assigned cases for the presence or absence of significant physical evidence relating to DNA and related sample types.
- To assist the Senior Science officer in developing forensic protocols related to sample preparation and analysis for DNA.
- To maintain a strict chain of custody (security) procedures in the handling, analysis and preservation of evidence.
- To prepare and issue a Certificate of Analyst as required by the law of Guyana (Court).
- To provide expert testimony in the courts of law whenever necessary.
- To maintain laboratory and ancillary equipment in a state of order and cleanliness, and to develop methods to improve efficiency, sensitivity and accuracy of laboratory analysis.
- To participate in continual educational training and assessment.
- To ensure compliance with all occupational health and safety protocols.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Bachelor's Degree in Forensic Science, Molecular Biology, Biology or Medical Technology from a recognized University PLUS three (3) years relevant experience in the field of Laboratory Science.
- An Associate Degree or Diploma in Forensic Science, Molecular Biology, Biology, Medical Technology from a recognized University PLUS five (5) years relevant experience in the field of Laboratory Science.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent should be able to identify and analyze problems, identify and evaluate alternative solutions, make decisions or recommendations, resolve problems. Technical or difficult decisions are referred to the Senior Science Officer for his/her input and guidance. Improper decision could be potentially damaging to the delivery of justice across the country.

RESOURCE MANAGEMENT:

- The incumbent is responsible for all DNA analysis equipment and resources entrusted into his/her care.

COMMUNICATION:

- The incumbent communicates with the Director, Senior Science Officer and other related staff of the department.

WORKING CONDITIONS:

- The incumbent may be required to work outside of regular working hours occasionally. He/she may be required to work offsite if the scientific analysis requires and therefore be exposed to varying work environment and condition.