

JOB TITLE: FORENSIC SUPPORT OFFICER (SCIENTIFIC)

JOB ID: T3370

Old JOB Number: 0

REPORTS TO: SENIOR SCIENCE OFFICER

Date revised: 2013-04-26

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS

PURPOSE: Under supervision of the Science Office assist in the examination of exhibits and biological samples to determine the presence or absence of significant trace evidence, Narcotics substances and poisonous substances.

KEY OUTPUTS:

- Prepared analytical reagents.
- Ensured quality control procedures.
- Confidentiality in all related duties.
- Health and safety protocols adhered to.

RANGE OF ACTIVITIES:

- To assist the Science Officer in conducting routine maintenance procedures on analytical instruments.
- To assist the Science Officer in the monitoring of the section's inventory level and other preparations.
- To comply with all occupational health and safety protocols.
- To participate in a continual programme of education, training and assessment.
- To participate in bench quality assurance/quality control procedures.
- To prepare and monitor analytical reagents.
- To assist the Senior Science Officer in the routine analysis of exhibits.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- At least four (4) subjects at CXC General Proficiency level or equivalent qualifications which include English Language, Mathematics and a Science subject is mandatory PLUS two (2) years related experience.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent doesn't make any complex decisions. Such decisions are referred to the Science Officer.

RESOURCE MANAGEMENT:

- Responsible for any equipment/resources assigned to him/her.

COMMUNICATIONS: The incumbent communicates with the Director, Senior Science Officers 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 off site if the scientific analysis require and therefore be exposed to varying work environment and conditions.

PREPARED BY: SPO

CHECKED BY: PPO

JOB TITLE: FORENSIC SUPPORT OFFICER (TRACE)

JOB ID: T3361

Old JOB Number: 0

REPORTS TO: SCIENCE OFFICER (TRACE)

Date revised: 2013-04-16

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS

PURPOSE: Under supervision of the Science Office (Trace), to assist in the examination of exhibits to determine the presence or absence of significant trace evidence.

KEY OUTPUTS:

- Prepared analytical reagents.
- Ensured quality control procedures.
- Confidentiality in all related duties.
- Health and safety protocols adhered to.

RANGE OF ACTIVITIES:

- To assist the Science Officer (Trace) in the routine analysis of exhibits and any related preparatory work required for the successful examination of assigned cases.
- To assist the Science Officer (Trace) in the routine analysis of exhibits.
- To prepare and monitor analytical reagents.
- To assist the Science Officer (Trace) in conducting routine maintenance procedures on analytical instruments.
- To assist the Science Officer (Trace) in the monitoring of the section's inventory level.
- To comply with all occupational health and safety protocols.
- To participate in a continual programme of education, training and assessment.
- To participate in bench quality assurance/quality control procedures.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- At least four (4) subjects at CXC General Proficiency level or equivalent qualifications which include English Language, Mathematics and a Science subject is mandatory PLUS two (2) years related experience.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent doesn't make any complex decisions. Such decisions are referred to the Science Officer.

RESOURCE MANAGEMENT:

- Responsible for any equipment/resources assigned to him/her.

COMMUNICATIONS: The incumbent communicates with the Director, Science Officers 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 off site if the scientific analysis require and therefore be

exposed to varying work environment and conditions.

PREPARED BY: SPO

CHECKED BY: PPO