

**JOB TITLE:** SCIENCE OFFICER (TOXICOLOGY)

**JOB ID:**

**Old JOB Number:**

**REPORTS TO:** SENIOR SCIENCE OFFICER

**Date revised:** 2013-04

**MINISTRY/DEPARTMENT:** MINISTRY OF HOME AFFAIRS

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**PURPOSE:** To examine exhibits and biological samples to determine the presence or absence of poisonous substances.

**KEY OUTPUTS:**

- Conducted scientific analysis.
- Processed biological specimens.
- Prepared and issued Certificate of Analyses.
- Maintained confidentiality.

**RANGE OF ACTIVITIES:**

- To conduct scientific analysis on assigned cases for the presence or absence of significant physical evidence such as blood, semen, fibres, etc.
- To conduct scientific analysis on assigned cases for chemical characterisation such as narcotic substances, gunshot residue, arson investigations.
- To conduct off-site investigations such as drug sampling, crime scene, etc., when requested.
- To assist the Senior Science Officer in the processing of assigned biological specimens for the detection of poisonous substances.
- To assist the Senior Science Officer in the carrying out of analysis on assigned cases to determine therapeutic drug levels, or perform clinical monitoring as requested by medical institutions.
- To prepare and issue Certificate of Analysis as required by the Court.
- To testify on findings as an expert witness in court.
- To ensure compliance with all occupational health and safety protocols.
- To participate in a continual programme of education, training and assessment.
- To perform any related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A Bachelor's Degree in Forensic Science, Biochemistry, Chemistry or Physical Science from a recognised University PLUS one (1) year experience in the field of forensics.

OR

- An Associate's Degree in Forensic Science, Biochemistry, Chemistry or Physical Science from a recognized University PLUS three (3) years experience in the field of forensics.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- He/she should be able to identify and analyze problems, identify and evaluate alternative solutions, make decisions

or recommendations and resolve problems. Technical or difficult decisions are referred to the Senior Science Officer for his input and guidance. Improper decisions could be potentially damaging to the delivery of justice across the country.

**RESOURCE MANAGEMENT:**

- The incumbent is responsible for all resources assigned to him and staff under his control.

**COMMUNICATIONS:** The incumbent is required to effectively communicate with the Senior Science Officer, all forensic lab employees, judges, attorneys, justice system personnel, and other law enforcement officials throughout the country.

**WORKING CONDITIONS:** Work is performed primarily in a laboratory setting with exposure to chemical elements, such as fingerprint powders and noxious vapors associated with latent print development, exposure to forensic light sources and lasers and biohazard materials. The employee is occasionally required to conduct work in a vehicle or an outdoor setting, in all weather conditions and outside of normal working hours.

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**PREPARED BY:** SPO

**CHECKED BY:** PPO