

**MINISTRY OF NATIONAL SECURITY**  
**JOB DESCRIPTION**

<b>Job Title</b>	:	<b>Custodian Manager of the National Forensic DNA Databank</b>
<b>Division</b>	:	General Administration
<b>Reporting to</b>	:	Deputy Permanent Secretary
<b>Supervising</b>	:	Deputy Custodian Manager, Database Specialist Business Operations Assistant II
<b>Summary</b>	:	The incumbent will be required to support the delivery of forensic sciences by planning, organizing and directing the activities of the Custodian Unit including the establishment, implementation and maintenance of the National Forensic DNA Databank in accordance with the Administration of Justice (Deoxyribonucleic Acid) Act 2012.

**Duties and  
Responsibilities :**

- Establishes, implements and maintains the National Forensic DNA Databank.
- Plans, organizes and directs all activities of the Custodian Unit.
- Establishes minimum standards, guidelines and policies in accordance with international best practice, for the operation and management of the National Forensic DNA Databank.
- Authorizes and conducts searches of the National Forensic DNA Databank and generates the appropriate Reports for transmission to requesting persons or agencies in accordance with the Administration of Justice (Deoxyribonucleic Acid) Act 2012.
- Monitors the use of the National Forensic DNA Databank to ensure the maintenance of security, confidentiality and integrity of DNA data stored in the DNA Databank are in accordance with international best practice.

- Ensures that DNA profiles are expunged from the Forensic DNA Databank in accordance with the provisions of the Administration of Justice (Deoxyribonucleic Acid) Act, 2012.
- Prepares and submits annual report on the operations of the National Forensic DNA Databank in accordance with relevant legislation.
- Attends court and gives expert testimony on matters related to the National Forensic DNA Databank.
- Represents the Unit at workshops, Meetings and Conferences on related matters.

### **Knowledge:**

- Extensive knowledge of the Administration of Justice (Deoxyribonucleic Acid) Act, 2012.
- Working Knowledge of IT Database Management Systems.
- Knowledge of court procedures.
- Proficiency in the use of Microsoft Office Suite.

### **Skills and Abilities:**

- Ability to write clear and concise reports.
- Ability to establish and maintain effective working relationships with representatives of client, agencies and other members of staff. • Ability to observe and maintain confidentiality in the performance of duties.

**Minimum  
Experience and  
Training:**

- A Post-Graduate degree in Forensic Science with a specialization in DNA, Genetics or Molecular Biology.
- Seven (7) years' work experience in a Polymerase Chain Reaction Short Tandem Repeats (PCR-STR) DNA Environment.
- A minimum of three (3) years working in a Forensic DNA Laboratory.