

**Government of Trinidad and Tobago**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION.**

**JOB TITLE :** Deputy Custodian Manager of the National Forensic DNA Databank

**JOB SUMMARY :**

The incumbent is required to support the delivery of forensic sciences by assisting the Custodian in 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. Incumbent is also required to perform the duties of Custodian Manager in the absence or incapacity of the Custodian Manager

<b>REPORTS TO:</b>	Custodian Manager
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<b>SUPERVISION GIVEN TO :</b>	Business Operations Coordinator , Databank Analyst
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**DUTIES AND RESPONSIBILITIES :**

- Provides support to the Custodian Manager in managing the activities of the Unit, including work related to the establishment, implementation and maintenance of the National Forensic DNA Databank
- Assists in establishing minimum standards, guidelines and policies for operations of the National Forensic DNA Databank
- Assists the Head of Unit in monitoring the operation of the National Forensic DNA Databank in accordance with international best practice
- Conducts searches of the National Forensic DNA Databank in accordance with the Administration of Justice (Deoxyribonucleic Acid) Act, 2012
- Submits recommendations to the Head of Unit to be included in annual report on the operations of the National Forensic DNA Databank in accordance with relevant legislation.
- Represents the Head of Unit at court by giving expert testimony on matters related to the National Forensic DNA Databank
- Represents the Unit at workshops, Conferences and Meetings on related matters
- Expunges DNA profiles from the Forensic DNA databank as authorised by the Custodian Manager

- Drafts Reports on the operations of the Custodian Unit

**KNOWLEDGE, SKILLS AND ABILITIES :****Knowledge:**

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

**Skills & 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.
- Five (5) 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