



CIRCULAR MEMORANDUM NO. 5 OF 2024

MY REF: STAFF/GEN/4/06/24 (35)

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – ONE (1) POST OF FORENSIC MEDICAL EXAMINER, NATIONAL FORENSIC SCIENCE SERVICE, MINISTRY OF HOME AFFAIRS AND NEW GROWTH INDUSTRIES

DATE: 7th February 2024

Applications are invited from suitably qualified applicants to fill one (1) post of **Forensic Medical Examiner**, National Forensic Science Service, Ministry of Home Affairs and New Growth Industries across the Belize Public Service.

Job Summary:

The Forensic Medical Examiner works with Forensic, Law Enforcement and other investigative teams in the Northern, Central, Western and Southern regions of the country to help determine cause and manner of death for medicolegal death investigation cases. The work of a Forensic Medical Examiner requires extensive and specialized medical knowledge and skills, the ability to conduct thorough autopsies according to internationally accepted standards, the ability interface with the public to communicate medical information to relatives of decedents, and willingness and readiness to testify in court as an expert witness for civil and criminal proceedings.

Essential Duties and Responsibilities:

1. Conducts autopsies on the deceased according to established procedures, examining each organ and closely inspecting the exterior and interior of the body.
2. Determines identity of unidentified persons and human remains.
3. Consults the medical records of the deceased for needed information.
4. Properly fills out medical certificate of cause of death for filing with relevant authorities.
5. Visits crime scenes as necessary to inspect bodies, pronounce death and collect pertinent information.
6. Direct the collection of samples of hair, blood, and other bodily fluids at the scene of death for further analysis.
7. Oversees x-rays of a deceased person's body prior to autopsy.
8. Requests toxicology, DNA, histopathology and other ancillary tests as necessary to support determination of cause and manner of death.

9. Certifies autopsy findings including histopathology diagnosis, depending on area of specialization.
10. Ensures that health and safety requirements are adhered to during autopsy.
11. Reports to attending physicians and/or law enforcement agents with results of autopsies.
12. Prepares reports and/or creates presentations and details the specifics surrounding cause and manner of death.
13. Monitors stock of supplies and submits requests for equipment/materials as necessary.
14. Testifies in court as an expert witness as necessary.
15. Assists with the development and updating of standard operating procedures.
16. Consults with investigators, crime scene technicians, analysts and prosecutors when called upon.
17. Participates in forensic science training both as trainer and trainee.
18. Stays up to date with continuing medical education/continuing professional development.
19. Any other duties assigned from time to time.

Required Academic Qualification and Experience:

- Successful completion of Medical School/M.D. plus formal post-graduate training in Legal Medicine, Forensic Medicine, General Pathology, Anatomic Pathology, Clinical Pathology or Forensic Anthropology.
- At least 2 years experience in conducting medico-legal post-mortem examinations.
- Must be eligible for registration and licensing by the Medical Council of Belize.

Knowledge and Skills Required:

1. Possesses strong background knowledge in medical science and forensics, including forensic toxicology and pathology.
2. Communicates clearly and demonstrates strong interpersonal skills with individuals from a variety of professions.
3. Has ability to translate medical language into layman's terms.
4. Pays close attention to detail.
5. Possesses strong analytical and interpretive skills.
6. Can handle the evaluation of gruesome and disturbing crime scenes and evidence.
7. Demonstrates ability to conduct independent research for ongoing professional development.
8. Has the stamina and willingness to work long hours and remain on-call for extended periods of time.
9. Displays strong teamwork abilities.
10. Demonstrates empathy and compassion when interacting with relatives of deceased persons.

Work Environment:

1. The majority of time is spent in a morgue/mortuary or laboratory.

2. Extensive travel to investigate scenes is also necessary.
3. Scenes of death may be disturbing, traumatic and highly stressful.
4. Extended travel to court to testify as an expert witness may also be required.
5. Driving is required.

Reporting Responsibility:

Executive Director, National Forensic Science Service Department

Salary:

Payscale 23 of \$40,615 x \$1,644 - \$71,851 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than **14th February 2024**.



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

*c: Chief Information Officer, CITO
President, PSU
GEN/4/01/01*