

Databank Analyst

Ministry of Justice

Category: Science, Pharmaceutical & Food

Location: Port of Spain

Employment Type: Full-time

Term: Contract

Salary: Concealed

Closing Date: 15 May 2026

Job Description

The incumbent is required to perform routine technical duties associated with the maintenance of the National Forensic (DNA) Databank.

Key and Critical Responsibilities

- Checks DNA profiles entered into the National Forensic DNA Databank for completeness and ensures compliance with set technical standards and protocols of the Custodian Unit.
- Conducts searches of the National Forensic DNA Databank in accordance with the Administration of Justice DNA Act, 2012.
- Applies appropriate operational techniques to support the integrity, accuracy, security, maintenance and confidentiality of the department's DNA Database.
- Maintains knowledge of the Quality Assurance Standards for DNA testing and Databasing Laboratories as well as the Scientific Working Group on DNA Analysis Methods (SWGDM) interpretation guidelines.
- Follows DNA database Operational Procedures and Safety guidelines according to international best practice.
- Assists in the research and participates in the training geared towards new methodologies and techniques in DNA analysis and DNA Databasing.
- Produces DNA Database reports and documentation.
- Performs other related duties as assigned.

Key Competencies

- A BSc Degree in a Biological Science supplemented by postgraduate experience, training or qualification in Genetics, Molecular Biology or Forensic DNA environment.
- Two (2) years work experience in a PCR-STR DNA environment.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.