

# Deputy Custodian Manager

*Ministry of Justice*

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**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 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.

## Key and Critical 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 operation of the Custodian Unit.

## Key Competencies

- 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.

### **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.