



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO: 0300000036	POS. NO: IODR:007
OFFICE:	DESIGNATION/CLASSIFICATION: ASSISTANT REGIONAL OPERATIONS OFFICER (VANIMO) - GR.11	
DIVISION: DOMESTIC & REGIONAL LIAISONS	LOCAL DESIGNATION: ASSISTANT REGIONAL OPERATIONS OFFICER (VANIMO)	
BRANCH:	REPORT TO: REGIONAL OPERATIONS OFFICER (VANIMO)	SYS. POS. NO. IODR:006
SECTION: REGIONAL OPERATIONS - VANIMO	LOCATION: VANIMO	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
1 – 5 - 48	17/02/98	REVIEW
	15/03/99	REVIEW/ABOLISHED
SCMS.125	28/11/02	NO CHANGE
OD2.7 – DR007	02.03.2015	RENUMBERED/RECLASSIFIED

3. PURPOSE

Assist the Regional Operations Officer (Vanimo) for the effective collection of intelligence information and analysis of such the Organization interests and deliberation on security policies and policies and solving role and also assisting in ensuring efficiency in provision of protective security in the Sandaun Province.

4. DIMENSIONS

This position assists the Regional Operations Officer (Vanimo) in all activities relating to regional operations. This position does not play a supervisory role.

5. PRINCIPLE ACCOUNTABILITIES

Provide support and assistance to Regional Operations Officer (Vanimo) in effectively carrying out duties and responsibilities of NIO in the Province.

6. MAJOR DUTIES

- Assist Regional Operations Officer (Vanimo) in implementing all collection operation programs and activities.
- To act as Regional Operations Officer (Vanimo) in the absence of the incumbent.
- Assist in the effective assessment of activities and analysis of information and data.
- Assist in the management of allocated resources including finance and other assets.
- Assist in the provision of security advisory services to provincial authorities.
- Assist in monitoring activities prejudicial to provincial security.
- Consult local authorities on all security issues and likely developments in the province.

- Assist in the management of the NIO Act and the Public Service Management Act.
- Assist in the preparation of reports/assessments required by Head Office.
- Conduct all Travel Intelligence duties in the Province.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Regional Operations Officer (Vanimo) and Director – D&RLD.
- Liaise with D&RLD Staff.
- Liaise with NIO staff as and when required to do so.

External

- Liaise with other Departments as and when instructed by the Director General.

7.2 WORK ENVIRONMENT

This position concurrently delivers specialist and administrative functions.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations and government policies that govern the work of National Intelligence Organization include:

- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010-2030)
- PNG Medium Term Development Plan (2011-2015)
- Public Service (Management) Act
- Public Service General Orders
- Public Finance Management Act
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- National Intelligence Organization Act
- Internal National Intelligence Organization Policies and Procedures

Recommendations and decisions made are based on the above regulations and policies over any changes that will affect the whole of National Intelligence Organization.

9. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Help employees align their personal goals with divisional goals, encourage employee communication and cooperation and provide a work environment that is appropriate for the work and conducive to employee well-being so that the staffs are more productive;
- National Intelligence Organization is operating within limited resources. These limited resources include salary and allowances/benefits constraints, gender equality issues, culture issues and complicated and unfriendly concepts introduced in the Public Service thus making it difficult for National Intelligence Organization to progress one step further. In addition, gaps created as results of staff turnover or staff undertaking long term study at a senior level can influence priorities. The public, relevant portfolios and the Government more broadly need to understand this impact, and;

- Provide staff the opportunity and resources to identify and acquire the required skills and knowledge to perform their tasks to produce the desired output. Ensuring that all staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.

10. **QUALIFICATIONS, EXPERIENCES AND SKILLS**

Essential and Desirable Requirements (formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

Essential

- **Communication skills:** Able to produce high quality briefs/correspondence and provide feedback on briefs/correspondences and other written documents. Able to chair internal & external meetings, represent the Division at external meetings, supervise the preparation of minutes and agendas, and organized meetings and workshops.
- **Policy analysis:** Able to identify and define policy problems and to develop policy options and make sound recommendations for complex issues. Also able to identify consequences and provide balanced solutions.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff, respond in a timely manner to requests from colleagues and superiors, and share relevant information within the Division, the Organisation and with other stakeholders. Able to lead the team on specific projects.
- **Stakeholder relationships:** Able to provide advice to stakeholders clearly and effectively. Able to provide motivation to satisfy staff of the Organisation and external stakeholders. Able to represent the Organisation and ensures proactive engagement with stakeholder.
- **Workload and time management:** Able to help identify team priorities and work on these priorities, plan out substantial tasks to set and meet deadlines, and manage multiple tasks to ensure competing deadlines are met.
- **Strategic planning skills:** Able to work with Divisional management to identify Divisional and Section strategic goals and help develop planning documentation to support the meeting of these strategic goals.
- **Staff supervision:** Able to demonstrate personal qualities of honesty, fairness, and professionalism, in conjunction with the Director, D&RLD communicate to the team how their work fits into NIO's broader strategic goals, and provide feedback to staff.
- **Legislation knowledge:** Good knowledge about the range of Acts, laws and policies governing the work of NIO.
- **Computing:** Able to demonstrate the use of computer applications such as using MS Word, MS Excel, creates presentation using MS PowerPoint, use of email and internet.
- **Qualifications:** A Degree in Arts, Business Administration, Business Management and Management from a recognized university.
- **Work experience:** Substantial relevant work experience in regional operations experience.

Desirable

- **Qualifications:** A Degree in a related discipline from a recognized university is highly desirable.
- **Work experience:** Relevant work experience in relation to regional operations experience would be highly regarded.
- **Job Specific skills:** A demonstrated knowledge/understanding of a range of domestic and regional issues. Ability to develop presentation and facilitate. Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.