



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO: 03000000035	POS. NO: IOCI:009
OFFICE:	DESIGNATION/CLASSIFICATION: ASSISTANT OPERATIONS OFFICER(3) – GR.11	
DIVISION: COUNTER INTELLIGENCE	LOCAL DESIGNATION: ASSISTANT OPERATIONS OFFICER(3)	
BRANCH:	REPORT TO: SENIOR OPERATIONS OFFICER	SYS. POS. NO. IOCI:004
SECTION: OPERATIONS	LOCATION: HEADQUARTERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OD2.7 – CI009	02.03.2015	CREATED

3. PURPOSE

Provide assistance to the Operations Officers 1&2 to plan and conduct all intelligence collection, operations as directed by the Senior Operations Officer.

4. DIMENSIONS

This position assists the Operations Officers 1&2, Senior Operations Officer and Coordinator Operations in all activities relating to national intelligence operations. This position does not play a supervisory role.

5. PRINCIPLE ACCOUNTABILITIES

Accountable to Operations Officers 1&2 and Senior Operations Officer in planning, conducting and coordinating all intelligence collection operations.

6. MAJOR DUTIES

- Assist in planning and recommending all intelligence collection operations including Travel Intelligence.
- Assist in monitoring and assessing intelligence collection operations.
- Assist in managing and maintaining a database for intelligence collection management and intelligence processing.
- Assist in developing performance appraisals on sources of information and field officers
- Assist in maintaining and updating a register of sources for use in crisis.
- Assist in Travel Intelligence duties as directed.
- Assist in conducting immigration and other registry checks.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Senior Operations Officer.
- Working alongside with the Operations and CID staff.
- Regular and daily liaison and contacts with all NIO staff across all divisions.

External

- Liaison with relevant organisations as directed to do so by the Director – CID and/or the Director General or the Deputy Director General in relations to intelligence operations matters.

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 Organisation 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 Organisation Act
- Internal National Intelligence Organisation 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 Organisation.

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 staff are more productive.
- National Intelligence Organisation 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 Organisation to progress one step further. In addition, gaps created as result 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.
- 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

- **Qualifications:** A Diploma in Business Administration or Business Management from a recognised institution.
- **Work experience:** Work experience in intelligence operations.
- **Communication skills:** Well developed oral and writing skills together with the ability to produce quality briefs/papers/correspondence. Ability to review and provide positive feedback on materials often prepared or over sighted by a senior staff. Ability to present to different audiences on a variety of topics.
- **Research & analytical skills:** Able to quickly assimilate information and provide concise, well-researched materials suitable for submission to senior management on strategic issues impacting on NIO. Must be able to identify consequences and provide balanced responses to such issues in light of their potential impact on NIO and government.
- **Teamwork:** Able to work well with colleagues. Respond in a timely manner to requests from colleagues and superiors and share relevant information within the Section, Division, and Organisation and with other stakeholders. Ability to participate in a team on specific projects.
- **Meetings and stakeholder relationships:** Able to organise meetings and workshops, prepare agendas and represent the Section and Division at internal & external meetings. Be motivated and have a desire to satisfy staff of the Organisation and external stakeholders. Be able to manage the information gathering process in an environment where many will consider the time required for long term planning as an additional impost on their work and not necessarily understand the significance of the planning and reporting processes.
- **Workload and time management:** Able to help identify team priorities, plan tasks and meet deadlines. Ability to manage multiple tasks often with competing deadlines.

Desirable

- **Qualifications:** A Degree in a related discipline from a recognized university is highly desirable.
- **Work experience:** Relevant work experience in relation to research and analytical experience would be highly regarded.
- **Job Specific skills:** A fair knowledge/understanding of a range of national intelligence issues. Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.