



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO: 0300000095	POS. NO: IOCI:017
OFFICE:	DESIGNATION/CLASSIFICATION: ASSISTANT TRAVEL INTELLIGENCE OFFICER (AIRPORT) – GR.12	
DIVISION: COUNTER INTELLIGENCE	LOCAL DESIGNATION: ASSISTANT TRAVEL INTELLIGENCE OFFICER (AIRPORT)	
BRANCH:	REPORT TO: TRAVEL INTELLIGENCE OFFICER (AIRPORT)	SYS. POS. NO. IOCI:016 REF. NO.
SECTION: TRAVEL INTELLIGENCE - AIRPORT	LOCATION: HEADQUARTERS, WAIGANI	

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 – CI017	02.03.2015	RENUMBERED/REDESIGNATED

3. PURPOSE

Provide assistance to the Travel Intelligence Officer (Airport) to plan and conduct all travel intelligence airport collection, operations as directed by the Travel Intelligence Officer (Airport).

4. DIMENSIONS

This position assists the Travel Intelligence Officer (Airport) and Coordinator Travel Intelligence Officer in all activities relating to national travel intelligence operations. This position does not play a supervisory role.

5. PRINCIPLE ACCOUNTABILITIES

Accountable to Travel Intelligence Officer (Airport) in planning, conducting and coordinating all intelligence collection operations.

6. MAJOR DUTIES

- Assist the TI Operations to plan, coordinate and manage the implementation of Travel Intelligence Airport activities, programs and strategies at all international airports and seaports.
- Liaise with relevant port authorities including DFA, Customs, Quarantine, Airlines, Civil Aviation and others to access records, interview reports, incidents reports and other assistance.
- Assist in the planning and monitoring of all covert operations by NIO at all airports of entry.
- Liaise with Customs and Foreign Affairs to identify and seek NIO's inclusion in other Travel Intelligence Operations in which NIO may not be involved.

- Develop and manage a Travel Intelligence Watch or Warning List, in consultation with other relevant authorities.
- Coordinate and manage access clearance for NIO staff at a relevant airports of entry.
- Conduct immigration, company, motor vehicle registration and other registry checks.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Travel Intelligence Officer (Airport).
- 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 travel 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 travel intelligence issues. Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.