



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO: 03000000020	POS. NO: IOCI:011
OFFICE:	DESIGNATION/CLASSIFICATION: DEPARTMENTAL SECURITY LIAISON OFFICER – GR.14	
DIVISION: COUNTER INTELLIGENCE	LOCAL DESIGNATION: DEPARTMENTAL SECURITY LIAISON OFFICER	
BRANCH:	REPORT TO: COORDINATOR – PROTECTIVE SECURITY	SYS. POS. NO. REF. NO. IOCI:010
SECTION: PROTECTIVE SECURITY	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 – CI011	02.03.2015	RENUMBERED

3. PURPOSE

Provide support and assistance to the Coordinator Protective Security Officer for the implementation of NIO's corporate strategies for departmental security liaison on behalf of the Division.

4. DIMENSIONS

This position assists the Coordinator Protective Security Officer in all activities relating to protective security. This position does not play a supervisory role.

5. PRINCIPLE ACCOUNTABILITIES

Responsible to the Coordinator Protective Security for the effective and efficient management and coordination of all protective security activities, programs and strategies.

6. MAJOR DUTIES

- Responsible for all activities programs and strategies of the Department Security Liaison Unit.
- Develop, plan and coordinate protective security briefings, seminars, training and education on the requirement and purpose of safeguarding national security controlling access to restricted and sensitive areas and immigration and intelligence sharing.
- Establish, develop and manage the concept of Departmental Security Liaison Officer through Public Service.
- Conduct regular personnel briefings on personal and physical protective security measures for departments/age, in consultation with Departmental Security Liaison Officers. (DSLOs).
- Conduct security checks through DSLOs of personal employed in key position, who may be required to gain access to classified matters from time to time, including checks prior to their employment.

- Conduct personal and physical protective security briefs as where and when required.
- Assist in identifying key points and developing contingency plans for their protection.
- Supervise, train and administer Department Liaison Officer on their operation.
- Responsible for maintenance and safe keeping of NIO's weapons and special covert equipment.
- Responsible for maintenance of NIO's protective and personal security.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Coordinator Protective Security Officer and Director – CID.
- Liaise with CID 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, CID 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 national intelligence protective security operations.

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 demonstrated knowledge/understanding of a range of national intelligence protective security issues. Ability to develop presentation and facilitate. Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.