



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO:	POS. NO: IOFI:001
OFFICE:	DESIGNATION/CLASSIFICATION: DIRECTOR – FILD, GR.17	
DIVISION: FOREIGN & INTERNATIONAL LIAISONS	LOCAL DESIGNATION: DIRECTOR - FILD	
BRANCH:	REPORT TO: DEPUTY DIRECTOR GENERAL	SYS. POS. NO. REF. NO. IODG:002
SECTION:	LOCATION: HEADQUATERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OD2.7 – FI001	02.03.2015	CREATED

3. PURPOSE

Overall management and implementation of all Foreign and International Liaisons responsibilities/special projects/etc that is in the best interest of National Security by ensuring to deliver efficiently and effectively security intelligence on behalf of NIO to the PNG Government and other parties on the 'need to know' basis.

4. DIMENSIONS

Since this position oversees all activities within the Foreign and International Liaisons Division, it has a total of two positions reporting to this position. These positions are:

- Senior Foreign and International Liaisons Officer
- Senior Foreign and International Liaisons Officer

5. PRINCIPLE ACCOUNTABILITIES

Accountable for the effective operation of the Foreign and International Liaisons Division (FILD) and its growth in effectively satisfying NIO's mission functions and responsibilities in terms of intelligence collection, analysis and dissemination.

6. MAJOR DUTIES

- Direct, control and administer the efficiency and effectiveness of the FILD through systematic work programs, allocation of assignments and supervision of other routine work programs.
- Coordinates and manages the collection, collation, analysis and dissemination of all foreign and international liaisons information.
- Responsible to the Director General and the Deputy Director General, on all aspects of foreign and international liaisons.

- Contribute to qualified foreign and international assessments and intelligence estimates to heads of Government Departments and/or agencies for access, employment or immigration vetting purpose.
- Coordinate and manage the collection, analysis, collation and dissemination of intelligence of external origin which may impact on PNG political, economic, social or military.
- Responsible for the Division's contributions to the development of the NIO's Annual Management Report to the Chief Secretary.
- Initiate plans and strategies aimed at improving the performance of the Division and NIO generally.
- Conduct liaison, as required, with approved friendly foreign intelligence conferences as required.
- Attend, as directed, international or regional security intelligence conferences as required.
- Liaise with Director CI on intelligence collection and related operational requirements.
- Prepare, as required, budgetary estimates on staffing, logistics and other requirements of the FILD, in consultation with the Director-F&A.
- Manage and control duties directed and consistent with the above.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Deputy Director General, NIO.
- Liaise with all Divisional Heads.
- Liaise with FILD Staff.

External

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

7.2 WORK ENVIRONMENT

This position concurrently delivers management, 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. SKILLS AND EXPERIENCES

Job Specific Skills

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

Leadership: Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capacity and commitment and institutional strengthening.

Communications: Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident personal and well developed presentation skills.

Policy Analysis and Development: Highly developed policy and analysis skills. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Experience in the development of strategic corporate policy solutions to serve the Government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.

Stakeholder Relationships: Demonstrated ability to build and sustain effective collaborate relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote NIO and ensure proactive engagement with all stakeholders.

Strategic and Budget Planning Skills: Able to work with the Organisation to identify divisional and its strategic goals and develop planning documentation to support the meeting of these strategic goals. Demonstrate ability to work with the Management to prepare and manage Organisational budget and develop budget planning documentation to support the budget proposals.

Teamwork: Able to work well with colleagues and effectively mentor junior staff, manage the teams' response to requests in a timely manner, and share relevant information within the Division, the

Organisation and with other stakeholders. Able to identify develop needs and build the capacity and capability of the Branch.

Workload and Time Management: Able to identify team priorities, allocate specific tasks to team members and manage multiple team tasks to ensure competing deadlines are met.

Computing: Able to demonstrate the use of computer applications such as using MS Word, performing complex tasks using MS Excel, creates presentation using MS PowerPoint, use of email and internet.

Technical: A demonstrated knowledge and understanding at a senior level of foreign and international management, strategic development and planning, corporate, business and workforce planning. Possess a detailed understanding of the range of Acts, laws and policies governing the work of NIO including:

0. General Accounting Principles and Practices;
1. Public Finance Management Act and Financial Instructions;
2. Public Service Management Act;
3. Public Service General Orders;
4. Government Financial Management Systems and Financial Procedures;

Qualification: Post Graduate Degree in Arts, Business Administration or Public Administration from a recognized institution, Post graduate qualification (s) in the relevant field, as described under the PNG Development Strategic Plan 'Papua New Guinea Vision 2050' and membership of appropriate professional organization(s) would be highly desirable.

Work Experience: Substantial relevant work in research and analysis, foreign and international liaisons, finance and accounting, administration, management and leadership with five (5) years minimum experience. Exposure to:- formulation and implementation of annual work plans and budget, compliance to regulations, financial instructions and policies and procedures.