



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO:	POS. NO: IOFI:003
OFFICE:	DESIGNATION/CLASSIFICATION: SENIOR FOREIGN & INTERNATIONAL LIAISONS OFFICER – PACIFIC REGION, GR.15	
DIVISION: FOREIGN & INTERNATIONAL LIAISONS	LOCAL DESIGNATION: SENIOR FOREIGN & INTERNATIONAL LIAISONS OFFICER	
BRANCH:	REPORT TO: DIRECTOR – FILD	SYS. POS. NO. REF. NO. IOFI:001
SECTION:	LOCATION: HEADQUATERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OD2.7 – FI003	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

This position assist Director – FILD to assume all activities within the Division.

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

- Provide support and assistance to the efficiency and effectiveness of the FILD through systematic work programs, allocation of assignments and supervision of other routine work programs.
- Assist in the collection, collation, analysis and dissemination of all foreign and international liaisons information.
- Responsible to the Director - FILD, 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.
- Provide assistance in the collection, analysis, collation and dissemination of intelligence of external origin which may impact on PNG political, economic, social or military.

- Provide support to the Director – FILD in providing Divisional contributions towards the development of the NIO's Annual Management Report to the Chief Secretary.
- Attend, as directed, international or regional security intelligence conferences as required.
- Assist the Director – FILD in preparing, as required, budgetary estimates on staffing, logistics and other requirements of the FILD, in consultation with the Director-F&A.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Director - FILD.
- Liaise with FILD 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, FILD 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 foreign and international liaisons experience.

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 foreign and international liaisons issues. Well developed presentation and facilitation skills. Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.