Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

ANALYSTS (SOG/ST 7)
2 Positions (1 Vacant & 1 Not Vacant)

SECURITY RISK REFORM & TRANSFORMATION DIVISION

SALARY SCALE: $2,109,885.00 – $2,507,990.00.00

TRAVELLING ALLOWANCE: $894,924.00 Per Annum with Motor Vehicle;
$362,472.00 Per Annum without Motor Vehicle:

JOB PURPOSE:

The incumbent is responsible for organizing and managing information received in order to attain a logical field related framework for the purpose of forecasting, detecting and revealing activities which are detrimental to the security of the state and its interests.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Gathers, analyzes correlates, or evaluates information from a variety of resources, such as law enforcement databases;
- Collaborates with representatives from other government and intelligence organizations to share information or coordinate intelligence activities;
- Gathers intelligence information by field observation, confidential information sources, or public records;
- Collects data and undertakes relevant first line analysis;
- Prepares graphs, charts, tables and other intelligence illustrative devices for visual presentation of data;
- Conducts primary background research on criminals, suspected criminals and persons of interest on matters related to assigned tasks;
- Conducts analytical investigations relating to special assigned task e.g. counter terrorism and cybercrimes, financial and organized crime;
- Liaises with peers relating to the specific desk to obtain information/data pertinent to matters being examined;
- Participates in evaluating the risks and decisions on control measures/matrices;
- Maintains a database of stakeholders' relative to intelligence sharing and gathering;
- Assists with reviewing existing policies, programmes and initiatives and makes recommendations for improvement;
- Assists with responding to requests for data analysis and information/knowledge sharing;
- Assists in preparing responses to requests for information from international, regional and local organization relating to intelligence;
- Identifies risks associated with intelligence.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in the Social Sciences to include Intelligence Management, Operations Management, Public Administration or Security Management or equivalent qualifications;

- At least three (3) years in Intelligence/Law Enforcement operations.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES:
- Excellent working knowledge of research software;
- Extensive training in Intelligence Gathering & Analysis;

- Excellent report writing skills;
- Excellent time management skills;
- Strong emotional intelligence;
- High levels of integrity and professionalism;
- Sound knowledge of relevant information and communication technologies;
- Good knowledge of organizational and project/programme management skills;
- Good Knowledge of relevant Laws and Government Guidelines;
- Understanding of economic and scientific research processes.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Irregular and unscheduled working hours;
- May be required to work out of office from time to time;
- Exposure to hazardous and hostile working environment;
- High security working environment;
- Must be Security vetted to include annual polygraph testing;
- Must be a signatory of the Official Secrets Act;
- May be required to work overseas for specific periods.

Interested persons should forward their applications and resume **NO LATER THAN Friday, September 23, 2022** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: *jobopp@mns.gov.jm*

Subject: Analysts (SOG/ST 7)

Please note that we thank all for responding but only shortlisted applicants will be contacted.