



Ministry of National Security

CAREER OPPORTUNITY

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

SENIOR ANALYST (SOG/ST 8) – NOT VACANT **SECURITY RISK REFORM & TRANSFORMATION DIVISION**

SALARY SCALE: \$2,555,681.00 – \$3,037,902.00.00

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 managing and overseeing the activities of the Analysts and ensuring the analysis of data/information is provided for the development of strategies to enhance the region's security.

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

KEY RESPONSIBILITIES:

- Prepares comprehensive written reports, presentations, maps, or charts based on research, collection, and analysis of intelligence data;
- Prepares graphs, charts, tables and other illustrative devices for visual presentation of data;
- and information from relevant departments;
- Gathers and evaluates information, using tools such as aerial photographs, radar equipment, or sensitive radio equipment;
- Gathers intelligence information by field observation, confidential information sources, or public records;
- Gathers, analyzes, correlates, or evaluates information from a variety of resources such as law enforcement databases;
- Identifies risks associated with intelligence;
- Evaluates the risks and decide on control measures/matrices Assists with designing, using or maintaining databases and software applications such as geographic information systems (GIS) mapping and artificial intelligence tools;
- Assists with the development defense plans or tactics, using intelligence and other information;
- Assists with decision making pertaining to the impact/effect of the risk on various stakeholders;
- Conducts environmental scans in order to identify threats to Jamaica;
- Compiles and evaluates data/information through analytical and comparative processes;
- Prepares responses to requests for information from international, regional and local organizations relating to intelligence;
- Collaborates with representatives from other government and intelligence organizations to share information or coordinate intelligence activities;
- Maintains intelligence records to support decision making;
- Responds to requests for data analysis and information/knowledge sharing.

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 six (6) 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;
- 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: Senior Analyst (SOG/ST 8)

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