



Ministry of National Security and Peace

CAREER OPPORTUNITY

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

ANALYST (SOG/ST 7) - VACANT

STRATEGIC INTELLIGENCE BRANCH

SALARY SCALE: \$5,198,035.00- \$6,990,779.00 PER ANNUM

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

- 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;
- Liaises with peers relating to the specific desk to obtain information/data pertinent to matters being examined;
- Communicates with the Senior Analyst on developments regarding the mandate of the Branch;
- Conducts analytical investigations relating to special assigned task e.g. counter terrorism and cybercrimes; financial and organized crime);
- Ensures proper records are maintained to support decisions.
- Assists with reviewing existing policies, programmes and initiatives and makes recommendations for improvement;
- Evaluates data/information through analytical processes;
- 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;
- Participates in evaluating the risks and decide on control measures/matrices;
- Prepares findings and update as and when necessary;
- Participates in implementing measures for mitigating risks identified.
- Establishes good and productive working relationships with stakeholders;
- Maintains a database of stakeholders relative to intelligence sharing and gathering;
- 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 organizations relating to intelligence;
- Collaborate with representatives from other government and intelligence organizations to share information or coordinate intelligence activities.

MINIMUM 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

- Sound knowledge of research software;
- Training in Intelligence Gathering & Analysis;
- High levels of integrity and professionalism;
- Excellent report writing skills;
- Working knowledge of relevant information and communication technologies;
- Good knowledge of organizational and project/programme management skills;
- 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;
- Continuously works with computer or other keyboard devices;
- May be required to work overseas for specific periods.

Interested persons should forward their applications and résumés **NO LATER THAN Tuesday, February 17, 2026**, to the: -

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

Subject: Analyst– (SOG/ST7)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.

The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.