

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Prime Minister's Office (Home Affairs Division)

Post: Principal Intelligence Officer

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (14 054 081)

Effective Date: 27 September 2019

Qualifications: By selection from among –

A. officers in the grade of Intelligence Officer/Senior Intelligence Officer who reckon at least five years' service in a substantive capacity in the grade and who possess good administrative, organisational and leadership skills

AND

B. candidates who –

(i) possess a degree in Police Studies or Defence Studies or Intelligence Studies or Security Studies or Public Administration or Communication Studies or Legal Studies or Law or Management or Computer Science or Computer Engineering or Information Systems or Information Technology or Multimedia from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) reckon at least ten years' experience, inclusive of at least three years' post-qualification experience in policing or intelligence or security fields;

(iii) are highly trustworthy with proven loyalty;

(iv) possess good administrative, organisational and leadership skills and ability to adopt a multi-disciplinary approach to problem-solving;

(v) possess research and analytical skills to interpret information and data including a solid understanding of budgeting and operations;

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CERTIFIED CORRECT

S. Chundung
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S. Chundung (Mrs)
for Secretary for Public Service

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- (vi) possess good interpersonal and communication skills; and
- (vii) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible for the organisation and supervision of works of different sections of the Unit.
2. To ensure –
 - (i) timely, accurate, and relevant intelligence analysis are submitted to National Security policymakers, law enforcement and other intelligence stakeholders; and
 - (ii) standards and procedures set by the Unit are being complied with.
3. To develop, organise and conduct sensitisation programmes and training for both staff and stakeholders.
4. To conduct –
 - (i) planning of operations and ensure logistic support; and
 - (ii) audits and evaluations as necessary to ensure the protection of sensitive intelligence sources and protocols.
5. To make recommendations related to trends and adaptive measures pertaining to counterterrorism.
6. To enforce policies for effective data management.
7. To prepare and submit timely reports to the Deputy Director, Counterterrorism Unit and Director, Counterterrorism Unit.

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8. To supervise the implementation of administrative and operational orders of the Unit.
9. To assist in formulating and implementing policies and procedures for proper data collection.
10. To make proposals and recommendations for the operational, technical and security related duties for timely implementation.
11. To set IT objectives, strategies and establish security protocols pertaining to IT systems for the Unit.
12. To lead and follow up on IT-related projects.
13. To plan and implement IT disaster recovery plan for the Unit.
14. To audit systems and assess their outcomes.
15. To use ICT in the performance of his duties.
16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Intelligence Officer in the roles ascribed to him.



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