

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

- Ministry:** Prime Minister's Office (Home Affairs Division)
- Post:** Intelligence Officer /Senior Intelligence Officer
- Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225
– 40,800 x 1,525 – 48,425 (14 044 076)
- Effective Date:** 27 September 2019
- Qualifications:**
- A. A diploma 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.
- B. Candidates should –
- (i) possess at least five years' experience in policing or intelligence or security fields;
 - (ii) be highly trustworthy with proven loyalty;
 - (iii) be assertive, tactful, dynamic and able to meet tight deadlines;
 - (iv) possess good interpersonal and communication skills;
 - (v) be proactive and able to take prompt decisions;
 - (vi) possess research and analytical skills to interpret information and data including a solid understanding of budgeting and operations;
 - (vii) have the ability to work in high pressure environment;
 - (viii) be able to handle sensitive information;
 - (ix) have the ability to work in a team and be result-oriented; and
 - (x) be computer literate.

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S. Chundusing (Mrs)
for Secretary for Public Service

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Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To develop intelligence profiles and identify potential threats to National Security.
2. To undertake high level research and analysis on all available data and information received.
3. To ensure compliance of the Standing Operating Procedures set by the Unit.
4. To cultivate and develop network of informants and sources for gathering information on terrorism related activities.
5. To collect, collate and process information on identified and potential threats and other terrorism related activities in a timely and effective manner.
6. To apply intelligence gathering techniques to develop actionable intelligence.
7. To educate the public against terrorism and conduct sensitisation programmes to foster public support in combating terrorism.
8. To assist in implementing national, regional and international plans of action in combating terrorism.
9. To work with local, regional and international partners/agencies in the fight against terrorism.
10. To ensure all security protocols and policies are being complied with.
11. **When posted to the Research and Training Section**
 - (a) To assist in –
 - (i) developing appropriate research methodology and training tools for staff and other stakeholders;

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- (ii) developing sensitisation programmes on counterterrorism and other security related matters; and
 - (iii) making proposals and recommendations for the operational, technical and security related duties for implementation; and
- (b) To conduct online research on emerging security policies and advise on adaptive measures.

12. When posted to the Analysis Section

- (a) To review analytical reports, analyse and interpret trends for actionable intelligence;
- (b) To conduct online threat analysis on terrorism related pattern; and
- (c) To use specialised software and equipment for analytical purpose.

13. When posted to the Intelligence Section

- (a) To assist in developing and implementing intelligence gathering strategies; and
- (b) To conduct field duties for intelligence gathering in accordance with Standing Operating Procedures of the Unit.

14. When posted to the Information Technology Section

- (a) To monitor and maintain computer systems and networks;
- (b) To ensure –
 - (i) proper maintenance and serviceability of all IT equipment and software of the Unit;
 - (ii) that IT staff manage all technical apparatus;

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- (iii) security of data, network access and backup systems; and
 - (iv) that all user manuals, procedures and policies are up-to-date and readily available to users;
- (c) To diagnose and troubleshoot technical issues, including account setup and network configuration;
 - (d) To identify solutions to software and hardware issues;
 - (e) To prepare accurate and timely reports; and
 - (f) To retrieve, separate and sort program output as needed, and send data to specified users.
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 Intelligence Officer/Senior Intelligence Officer in the roles ascribed to him.

Note

The Intelligence Officer/Senior Intelligence Officer will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.



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