



GOVERNMENT VACANCY

JOB TITLE:	Intelligence Officer
MINISTRY:	Ministry of Immigration and Border Services
DEPARTMENT:	Ministry of Immigration and Border Services
LOCATION:	This role is based in Providenciales (reasonable travel will be required to other locations)

JOB SUMMARY:

The job holder will be responsible for gathering and disseminating Intelligence on Immigration and Customs matters, while creating reports, presentations, and graphs. This Officer is expected to have a high level of confidentiality and be able to work in all areas which includes and is not limited to, maintaining Intelligence Database.

TASKS AND RESPONSIBILITIES:

1. Collect, tag and store incoming raw intelligence.
2. Analyze intelligence and relay it to the appropriate agencies and personnel.
3. Formulate appropriate tactical and strategic responses for developing threats.
4. Grade, evaluate and quantify data with regard to threat level and strategic importance.
5. Monitor the activities of suspects using surveillance and law enforcement personnel.
6. Liaise with border force officers to gain data or confirm reports.
7. Conduct operations relating to Border force laws, policies and procedures.
8. Conducting research and analysis.
9. Conducting surveillance and monitoring operations
10. Collaborating with other agencies and departments
11. Adhere to all legal and Intelligence frameworks, key working principles, priorities, policies and guidance relevant to the role to ensure information and intelligence is handled and processed legally.
12. Maintain awareness of innovation within intelligence to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

Essential: The post holder is required to hold, or to be working towards, a relevant associate degree, including law, criminal justice or any business-related subject.

- Three (3) years working in the area of law enforcement or intelligence.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

Experience:

- Good working knowledge of Microsoft office
- Ability to write detailed reports and other documents.
- Able to communicate with a range of stakeholders to provide information and intelligence and ensure understanding.
- Able to break down a problem into component parts and determine appropriate action.
- Good team working skills demonstrating awareness of individual differences and providing support as required.
- Able to appropriately prioritize and plan own work.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.

SALARY: Grade 5.1 \$38,691.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not process.**

"TURKS AND CAICOS ISLANDERS NEED ONLY APPLY"

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

