



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Threat Lead – National Security

MINISTRY: National Security Secretariat

LOCATION: Providenciales

JOB SUMMARY:

The National Security Secretariat is a critical and growing unit, designed to identify and focus effort on those issues that threaten the security of the Turks and Caicos Islands. This position of Threat Lead-National Security will take vital roles within the National Security Secretariat. Engaging across government and with wider stakeholders, these threat leads will both work collaboratively and personally own and drive effort to deliver outcomes that will help to protect the security of the Turks and Caicos Islands. Working to the Permanent Secretary, these threat leads will form part of the overall National Security team.

KEY DUTIES AND RESPONSIBILITIES:

1. Working in partnership with colleagues across government and external stakeholders to drive work on TCI's National Security agenda, including by:

- Building and maintaining a network of contacts to drive forward objectives;
- Working effectively at all levels as a team player, including in covering for or supporting other team members as needed;
- Actively engaging others, working collaboratively to build the best outcomes for TCI and our citizens;
- Chairing or attending well-prepared workshops and meetings with partners, to ensure all attendees are able to invest time which achieves the best results;

2. Personally drive and deliver effort and outcomes to contribute to the Security of the Turks and Caicos Islands, including by:

- Early-on, setting out a strategic delivery plan, including a clear end-state and milestones;
- Sustained and clear ownership of objectives, maintaining momentum and delivery even when other priorities exist;
- Energetically engaging across the threat picture, ensuring key work remains topical and a priority of all those involved;
- Adopting a project and programme approach to activity, using a defined plan to ensure pace, quality and reporting;





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3. Developing and maintaining a leading expert view on the Turks and Caicos Islands' National Security threat profile, including by:

- Working in the detail – personally owning and driving work to ensure currency in the understanding of key weaknesses, risk and related opportunities;
- Recognizing the importance of competence and personal development in the matters critical to the role;
- Remaining outward-facing and horizon-scanning, identifying potential security risks;
- Maintaining an overview of related global current affairs and threat mitigation to build credibility;
- Actively partnering in related networks across government, professional bodies and internationally;

4. Ensuring the National Security Council are well-sighted, briefed and able to make effective National Security-related decisions, by:

- Working at pace to support National Security Council meetings, ensuring HE the Governor, the Hon. Premier and wider National Security Council members remain well-briefed on national security-related issues;
- Supporting a robust National Security governance architecture, including the management of National Security risk and the coordination of all ongoing national security-related reporting and recommendations;
- Sourcing the right evidence, data and metrics to inform effort and to support the National Security Council in decision-making;
- Leading effort on actions from and expectations of the National Security Council, such as performance narratives and updates to be tabled for discussion, and supporting partners in preparing for them;

5. Flexibly responding to other security and public-service requirements as they arise, in support of the Turks and Caicos Islands Government.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An Undergraduate/ Bachelor's degree from a recognized institution or a minimum of ten (10) years relevant experience.
- A demonstrable background either in National Security or a strategic security-related environment
- A proven track record in delivering at pace, particularly in high-level outcomes which required a significant degree of engagement with stakeholders
- Collaborating and partnering with persons, including with external stakeholders with different objectives
- At least five (5) years' operating at a senior and strategic level.

SALARY: Grade 10.1- \$87,398.00 per annum





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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 all supporting documents will not be processed.

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

APPLICATION DEADLINE: