



# JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the following position at its sub-agency, the Regional Intelligence Fusion Centre (RIFC), with assigned duty station in Trinidad and Tobago.

## CHIEF OF OPERATIONS – INTELLIGENCE Regional Intelligence Fusion Centre (RIFC)

OPEN TO CARICOM NATIONALS

### **JOB SUMMARY**

The Chief of Operations – Intelligence will be responsible for the overall management of the Regional Intelligence Fusion Centre (RIFC).

He/she will report to the Deputy Executive Director and supervise the Deputy Chief of Operations – Intelligence, Chief Analyst, SSA Liaison and the Executive Assistant, RIFC.

### **DUTIES AND RESPONSILITIES**

- Responsible for the execution of Agency goals, strategic plan, associated policies and procedures and work programmes for CARICOM IMPACS in collaboration with the Executive and key management and professional personnel;
- Assists in the preparation of annual budgetary proposals and the submission annually of the audited financial statements of CARICOM IMPACS for the approval of the Council of Ministers;

- Develops the strategic plan and work programmes for the RIFC in collaboration with the executive, management and professional personnel attached to IMPACS and its sub-agencies;
- Develops the Standard Operating Procedures (SOPs) and key performance indicators for the Centre;
- Monitors the day-to-day functions and operations of the various Departments and Units at the Centre;
- Plans and supervises intelligence activities;
- Conducts oral intelligence briefings and debriefings on activities in specific subject;
- Serves as a liaison between CARICOM, Regional and International Intelligence Agencies,
- Provides assessments, support and guidance to Regional, National security Agencies and IMPACS leadership, JRCC on the strategic analysis of threat entities in the Region;
- Conducts needs assessments from both a process and systems perspective and develops proposals for the institutional strengthening of the Centre;
- Recommends new systems to maintain and or increase the operational efficiency of the RIFC;
- Assists in the coordination of all aspects of the training and development for RIFC personnel;
- Conducts performance reviews for direct reports;
- Oversees the Disaster Preparedness and Crisis Management activities at the Centre;
- Represents the Agency at negotiations, meetings, workshops, conventions, seminars and so on as required;
- Prepares various reports; and
- Undertakes other duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

#### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Master's Degree in Security Management, International Relations, Project Management, Management Studies or related field from a recognized University or Institution;

- Bachelor's Degree in Security Management, International Relations, Management Studies or related field from a recognized University or Institution or any equivalent combination of knowledge, expertise or courses obtained in law enforcement that demonstrates the skills to perform in the position;
- At least twelve (12) years' managerial or executive experience, ideally in a law enforcement, multilateral or any other relatable Institution;
- Experience at an Intergovernmental Institution would be an asset;
- A clear understanding of the Regional Crime and Security Architecture, international affairs, geo-politics and industry trends;
- Proficient in Microsoft Office Suite with particular emphasis in the use of spreadsheets, scheduling applications;
- Exceptional leadership and organizational skills demonstrated by previous professional success;
- Exceptional verbal and written communication skills, including presentation skills;
- Ability to establish and maintain effective working relationships across Member States, International Organizations, Agencies and sectors of regional security;
- Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports;
- Ability to multi-task and handle a high volume of work and function in a fast paced and high-pressured environment;
- Ability to resolve complex problems and make timely decisions;
- Ability to foster a positive and encouraging environment which motivates and empowers staff;
- Ability to work well both independently and collaboratively, directly and virtually;
- Ability to maintain a high level of confidentiality;

### **LOCATION**

The Chief of Operations – Intelligence will be based at IMPACS' sub agency, RIFC in Trinidad and Tobago.

## **SUBMISSION OF APPLICATIONS**

All applications are to be received by CARICOM IMPACS no later than **30 NOVEMBER 2021** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: [careers@carimpacs.org](mailto:careers@carimpacs.org) ; or
- Mail: The Executive Director PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

*CARICOM IMPACS would like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted*