

<u>JOB DESCRIPTION</u>	
JOB TITLE: ITAC ASSIGNEE - ANALYST	
JOB SUMMARY:	
An Assignee to the ITAC would be required to conduct desk research and produce a range of assessment products to be disseminated to the National Security Council, organizations within the national security and intelligence community, and other relevant stakeholders.	
REPORTS TO:	National Security Council Secretariat or Delegate
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Review papers, journals, reports and other publications to acquire data and information for use in the production of assessment products • Conduct searches of multiple computer-based and paper-based databases to acquire relevant information • Gather and analyze information from open and classified sources • Contribute to the collection of open source information and the provision of advice on search parameters and strategies for obtaining information • Analyze, interpret and utilize data in assessment products • Provide authorized and approved information flow to respective parent organizations so as to contribute specialized knowledge to the assessment process • Recommend topics for production by liaising with approved organizations as required • Represent the ITAC at meetings and conferences • Undergo training as may be required or necessary 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE: SKILLS AND ABILITY	<ul style="list-style-type: none"> • Proficiency in the use of Microsoft Office Suite • Strong research and report writing skills • Ability to communicate effectively both orally and in writing • Ability to produce results both individually and as a team member • Ability to work without supervision • Ability to produce quality work while working under pressure/stressful situations for extended periods • Strong analytical and critical thinking skills • Strong interpersonal skills

MINIMUM EXPERIENCE AND TRAINING:

- A first Degree from a recognized Tertiary Institution in a relevant subject area **OR**
- Minimum three (3) years of experience as a Research or Policy Analyst at a ministry/agency **OR**
- Minimum three (3) years of experience conducting and writing threat assessments, intelligence reports or similar products
- A combination of education, training and experience that is deemed to be acceptable will also be considered
- Successful completion of the vetting process