



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	SEQUENCE NO: 53	POSITION NO: EME26
DESIGNATION/CLASSIFICATION:	Senior Intelligence Officer – Category “C”- Grade 10	
DIVISION: Engagement, Monitoring & Evaluation	LOCAL DESIGNATION: Head Office – Port Moresby	
UNIT: Intelligence	REPORTING TO: TL Team4	POSITION NO: EME25
HIGHEST SUBORDINATE Intelligence Admin Officer Intelligence Admin Officer	POSN NO: EME27 EME28	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
EME26(New)	OC Decision No: M5-2024 of 23/05/2024	As a result of restructure

2. PURPOSE

The Senior Intelligence Officer plays a important role within the security and intelligence framework of the Ombudsman Commission. This position involves the collection, analysis, and dissemination of information to support decision-making processes. By synthesizing data from various sources, these professionals ensure that relevant insights are provided to policy and decision makers. The effectiveness of an Intelligence Officer lies in their ability to remain discreet, analytical, and informed, thereby contributing to the safety and strategic advantage of the Commission.

The unit is established for the purpose of Section 218 of the *Constitution*.

3. ACCOUNTABILITIES

- Senior intelligence officers are held accountable through legal frameworks, oversight mechanisms, and adherence to ethical standards.
- Intelligence oversight ensures lawful conduct.
- Assist the Team Leader with the operations and management of resources of the Unit
- Assist the Team Leader and Director E&O in liaising and establishing partnerships with other compliance agencies such as the IRC, Customs, National Intelligence Organization, Bank of PNG, Police, Interpol, FASU, PNG Defence Force to network, share information and cooperate on issues of national importance.
- Conduct research on risk factors which will question the work and integrity of the Commission
- Investigate instances of conflict of interest between officers and complainants.
- Investigate and provide reports on activities which impedes and creates risk on the work of the Commission

4. MAJOR DUTIES

- Analyse data from various sources to identify patterns, trends, and threats that could impact Commission Business.
- Prepare and present intelligence reports to policymakers and military leaders to inform decision-making processes.
- Develop and maintain relationships with domestic and international intelligence partners to facilitate information sharing.
- Utilize advanced technology and software for data collection, analysis, and simulation to predict potential future scenarios.
- Plan and oversee Stakeholders operations to gather critical intelligence or disrupt misappropriation and criminal conducts.
- Interview sources and suspects to gather actionable intelligence, ensuring adherence to legal and ethical standards.
- Design and implement training programs for new intelligence officers, focusing on analytical techniques, operational security, and field craft.
- Assess and mitigate risks associated with intelligence operations to protect sources, methods, and personnel.

5. NATURE AND SCOPE

Senior Intelligence Officer will collect, compile or analyse information which is of important for processing for further investigation and Commission Decisions.

5.1 WORKING RELATIONSHIP

(a) Internal

- Senior Intelligence Officer reports to the Team Leader on administrative and information collection matters.
- Maintain good working relationship with unit members and other officers of the Commission.

(b) External

- Assist to establish and maintain good working relationship with the government departments and agencies and other relevant stakeholders.

5.2 WORK ENVIRONMENT

The Senior Intelligence Officer is located in the Intelligence Unit within the Engagement and Oversight Division based at the Head Office. The Officer works in a Unit that deals with Leaders, Bureaucrats and Governmental Bodies information collected from public domains, media, and individuals, private and public organisations. The Unit maintains high level of security of information.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

- (a) **Qualifications** – Bachelor Degree in Communication, Accounting, Economics, Banking & Finance, Business Management, Public Administration, Law or other related field.

- (b) **Knowledge** – High level of knowledge in gathering data & information and analyse it to understand the issue. Intelligence officer must have the knowledge to collect, compile or analyse information that will help the Intelligence Team and Commission to do informed decisions.
- (c) **Skills** – High level of interpersonal, negotiation, interview and communication skills. Good understanding of computer applications. Possess high level skills in strategic planning in areas of collecting and analysing information. Excellent research skills, methodology and techniques.
- (d) **Work Experience** – 5 years of experience in information gathering and processing gained from working in a public or corporate administration environment. Data Interpretation, Strategic Planning and handling classified information's.



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 01/08/25



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025