



JOB PROFILE

1. JOB DESCRIPTION

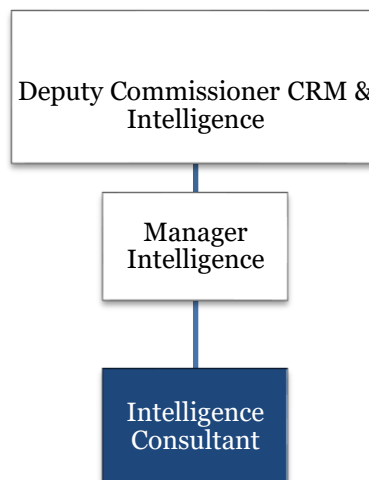
Job Title:	Intelligence Consultant
Work Location:	Oblate House
Division:	Core Operations
Grade: C2	Last reviewed: October 2021

JOB PURPOSE

Responsible for conducting a risk based intelligence and gathering of information aimed at minimizing compliance risk and informing decision-making.

2. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with two (2) levels above and No level below



3. KEY RESPONSIBILITIES

Key Performance Areas	Duties and Responsibilities:
Information Gathering	<ul style="list-style-type: none">➤ Conduct surveillance missions, patrols, intelligence collection using covert and overt methods➤ Conduct covert and overt information gathering utilising Intelligence Techniques.➤ Retrieve information from internal systems and engage third party sources of information to perform trends analysis and profile clients➤ Collaborate with other law enforcement agencies on targeted operational matters➤ Keep in contact with Informants, providing status on the progress of the reported allegation.➤ Record, update and maintain intelligence files and classify information based on sensitivity.➤ Spot, identify, profile potential informants, recruit, supervise and entice informant into active duty.➤ Establish risk level and impact relating to applicable laws➤ Provide information for exchange with other regional and international revenue authorities.
Reporting	<ul style="list-style-type: none">➤ Provide monthly and quarterly reports on implementation of Intelligence strategy and departmental initiatives for accountability and performance monitoring.
Policies and Controls	<ul style="list-style-type: none">➤ Participate in the development and review of Intelligence policies and procedures in accordance with the best practice and standards to enhance service delivery to clients

4. Work Conditions

- Travel (National, Regional and International)
- Electronic mail
- Extended hours
- Meetings
- Sitting /standing/walking/driving
- Extreme environments

5. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Degree	Laws/Intelligence/ Policing
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2. Experience *(minimum necessary experience required)*

Degree	Three (3) years' relevant experience
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3. Training *(essential training necessary in addition to the above experience to perform the job)*

<ul style="list-style-type: none">➤ Modern Intelligence techniques➤ Risk management➤ Interviewing skills➤ Surveillance skills➤ Financial crime identification and investigation➤ Infiltration, spotting and recruitment techniques➤ Basic understanding of the use of intelligence and evidence by law enforcement agencies;
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4. Generic Competencies

<ul style="list-style-type: none">➤ Team Player: willing to work in corporation with others to achieve a common goal➤ Agility: dynamic and a possibility-oriented thinking➤ Service Culture: prioritizing customer service in all business activities, decisions and every day operations
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- **Communication:** continuous exchange of knowledge, information and ideas in order to clarify, persuade, influence, engage and build trust
- **Accountability:** taking ownership; holding oneself accountable for delivery; leading in action to resolve issues, open to feedback and critique
- **Change Agent:** proactively identifying and driving change in their area; strong change manager
- **Conflict Resolution:** mediate and resolve issues within the team and other stakeholders
- **Business Acumen:** keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

5. Professional Certification

Any relevant and recognized professional certification (*Added Advantage*)

6. Core Competencies

Behavioural Competencies

- Advanced communication
- Problem solving
- Interpersonal relationships
- Conflict handling and management
- Decision making
- High level of integrity, confidentiality and accountability

Functional Competencies (Technical)

- Analytical skills/critical thinking
- Communication skills and interpersonal relationship
- Intelligence and investigation techniques
- Knowledge and understanding of Tax Laws and other laws
- Financial statements interpretation skills
- Interviewing skills
- Data Analytics

7. Values

- Teamwork
- Innovation
- Professionalism
- Integrity
- Empathy