

POSITION DESCRIPTION

Job Title	:	Deputy Director, International Affairs
Section/Unit	:	International Affairs Unit
Division	:	General Administration
Reporting to	:	Director, International Affairs
Supervising	:	International Affairs Coordinators (3) International Affairs Research Specialist Business Operations Assistant II
Summary	:	Reporting to the Director, International Affairs, the incumbent will provide support in the management of the Unit. Work includes representing the Unit at national, regional and international meetings and assisting in supervising the work of staff of the Unit.
Duties and Responsibilities :		<ul style="list-style-type: none"> • Directly supervises and coordinates the administration of the activities of the International Affairs Coordinators and the Research Specialist. • Provides objective, independent advice on international issues. • Provides information, advice and recommendations on security policy matters. • Trains staff in performing work duties. • Appraises staff on the performance of their duties. • Liaises with regional and international security organisations. • Monitors and advises on regional and international trends in terrorism, drug trafficking and transnational organised crime. • Represents the Ministry of National Security at regional and international meetings and other fora. • Reviews reports to international organisations for completeness and accuracy prior to submission.

- Performs other related duties as required.

**Knowledge, Skills
and Abilities :**

- Strong communication, analytical, critical thinking and writing skills.
- Strong interpersonal skills.
- Proficiency in a foreign language (Spanish or French).
- Proficiency in the use of computer applications and word processing software.
- A working understanding of Political Research will be an asset.

**Qualifications and
Experience :**

- BSc in International Relations or related field.
- Post-graduate qualifications in Social Sciences, International Relations, Law or closely related field.
- Three to five years' experience in research and/or governance issues.
- Three to five years' experience at mid to senior management in national security.