

## **AMENDED POSITION DESCRIPTION**

**Job Title:** International Affairs Officer

**Ministry:** Ministry of National Security

**Unit:** International Affairs Unit

**Reporting to:** International Affairs Coordinator

**Supervising:** Nil

**Summary:** The International Affairs Officer assists in the development of relevant strategies for furthering existing bilateral and multilateral relationships. The Officer develops and moves forward research ideas in the areas of Regional and International Security, Terrorism and Transnational Organised Crime, Border Security/Immigration and Migration Management.

**Duties and Responsibilities:**

- Develops relevant strategies for furthering existing bilateral relationships.
- Strengthens the relational platform of bilateral and multilateral relationships by maintaining regular contact with local and foreign counterparts.
- Prepares Notes for Cabinet on pertinent issues.
- Provides oral and written briefings in the area of expertise.
- Prepares monthly status reports.
- Performs such other duties as may from time to time be assigned by the International Affairs Coordinator.
- Researches the materials required for writing briefs and speeches.

**Knowledge, Skills and Abilities:**

- Strong communication skills for analytical thinking and writing.
- Proficiency in the use of computer applications software.
- Proficiency in either Spanish or French.

**Qualifications &  
Experience:**

- BSc. in International Relations or BSc. in Social Sciences with a Minor in International Relations.
- A minimum of three years' experience in research in a national security environment will be an asset.
- Two (2) to three (3) years' experience in research, in an international affairs or in a national security environment.