

## **JOB DESCRIPTION – INTELLIGENCE & LIAISON OFFICER**

**Title: Intelligence & Liaison Officer**

**Classification: Full time**

**Location: Goa Airport, MOPA**

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### **Job Purpose:**

Intelligence Officer is responsible to collect, compile and / or analyze information which is of use to the place of deployment. He has to work as the Intelligence & Liaison Officer as one of the team member in the security being deployed at the site 'Goa Airport – MOPA'.

### **Main Duties & Responsibilities:**

1. He will act as Single Point of Contact (SPOC) for any intelligence and liaising related issues
2. Daily Briefing / Update the client on vigilance report & maintain tracker, the tracker will contain the reports gathered on the impacts which effects from both external & internal subjects / organizations / people
3. Liaison with jurisdictional police & other statutory bodies to collate the reports impacting the client business
4. Interact with the guarding staff & other workers on site with the view to gather the intelligence report
5. Collect first-hand information & update client on any related issues which needs the attention
6. Assist the client in case of any requirement to interact with Police / Public
7. Intelligence / Vigilance report through developing network in & around the client place
8. Contributing information & recommendations to strategic plans & reviews
9. Plan security audits & suggest on improved plans / restructuring of deployment
10. Respond to medical emergencies / bomb threats / fire alarms / intrusion etc.,

11. Report Making / Presentation on internal investigations / losses / sabotage

12. Identify / Investigate / Resolve security breaches

**Eligibility:**

- Graduate of any discipline from a recognised university
- Minimum of 10+ years of working experience in similar industry OR an ex-service person OR from the police background
- Should be below the age of 45 years (in case of civilian)
- Should be below the age of 50 years (in case of ex-service/police)
- Good interpersonal skills including the ability to act with tact, sensitivity & diplomacy