

## JOB DESCRIPTION

<b>Title</b>	<b>INTELLIGENCE ANALYST</b>
<b>Department/Unit</b>	Athletics Integrity Unit
<b>Activity rate</b>	100%
<b>Reports to</b>	Manager of Investigations and Intelligence

### Overview

The Intelligence Analyst is responsible for the daily acquisition, collation, analysis and input of data into databases in support of Athletics Integrity Unit (“AIU”) Investigations Team, and for participating in AIU analysis projects. Most investigations are on doping, fraud, corruption and cheating.

The Intelligence Analyst ensures all data and information received from multiple sources is triaged, prioritised, processed and analysed effectively, and ensures the quality of input into the relevant database systems enables effective research and analysis of that data.

The Intelligence Analyst participates in team investigations and analysis projects, through conducting evidential standard interviews, collecting social-media intelligence (SOCMINT), undertaking digital forensics, liaising with partner intelligence interlocutors, and using electronic analytical tools in the development and production of investigation themes, link charts, timelines and reports.

### Key Relationships

#### Internally

- Head of AIU
- Deputy Head
- Manager of Investigations and Intelligence

#### Externally

- Partners and stakeholders in AIU Investigations
- Information providers
- Anti-Doping Stakeholders

### Main missions

#### ***Analysis – priority task***

- To conduct analysis and statistical processing of database information, and make links and associations of people, places, organisations, timings, events and other criteria as required. To produce link charts and timelines using analytical software tools, and to use social media exploitation and link analysis software tools to develop investigation leads and themes.
- Reviewing and prioritising information from all sources (e.g., documents, electronic data, social media, imagery, audio files), extracting and inputting relevant information into AIU investigations databases, and ensuring quality control and attention to detail is always of the highest standards.

### **Reporting**

- To produce detailed tactical reports in relation to analysis tasks to assist investigators and management in pursuing investigative leads and disrupting misconduct in athletics.
- To produce detailed strategic reports to analyse and forecast strategic risks for the integrity of athletics and recommend policy responses as appropriate.

### **Operational**

- To work within the investigations team environment in support of all investigations, primarily conduct analysis according to prioritised tasks and assist in operational logistical planning.
- To deploy with the team for specialised information collection missions, and to participate as required in witness interviews and other forms of intelligence acquisition.

### **Administrative**

- Represent the organisation externally, as necessary, particularly in liaising with stakeholders and partner interlocutors.

## **Role Competencies**

- Excellent intellectual skills to grasp complex investigation case structures.
- Good time management ability.
- Fluent English to the standard of mother-tongue, especially in writing.
- Ability to solve problems, think laterally and offer creative solutions.
- Demonstrated capacity to adapt and operate within local cultures and situations in AIU.
- International experience in hostile and sensitive environments, notably in the MENA-region.
- Former military employment would be highly desirable.
- Proven high level of attention to detail and accuracy in work outputs.
- Demonstrated experience in producing quality written outputs, including, analysis reports, briefing documents and case-files.
- Experience in intelligence-led international criminal investigations is highly desirable.
- Strong interpersonal skills including experience in interviews of a legally-related nature and basic human intelligence tradecraft.
- Demonstrated high level of personal, technical and physical operational security practices.
- Excellent grasp of all-source intelligence collection and analysis, with first-hand knowledge of OSINT, SOCMINT and TECHINT.
- Master's degree in Security Studies and qualification(s) in Intelligence Analysis would be highly desirable.
- Advanced IT literacy and the ability to handle electronic data and utilise electronic analysis tools, including MS Office (Word, Excel and PowerPoint).
- Expert knowledge of Social Media Exploitation Software (Oracle Virtual Box, Tails, Kali Linux, Ubuntu), Link Analysis Software (IBM i2 Analyst Notebook, Maltego) and digital forensic tools (X-Ways, FTK).

## **Core Competencies**

- Absolute integrity
- Autonomous and responsible
- Rigour, commitment and accuracy in implementing all entrusted tasks
- Strongly motivated and resourceful about achieving set goals
- Strong sense of team work and team spirit

- Initiative and pro-activity

**Please send your application and short cover letter in English to: [emploi@iaaf.org](mailto:emploi@iaaf.org)**

**Deadline to apply: 13th July 2018 COB**