**Security Affairs Senior Specialist**

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| **About Us** |  |
| * History and background | * In 2002 the Office of the Civil Service Commission reduced the number of General Inspectors from 18 down to 12 and put them in the position of administration specialists while appointing 2 positions for Security Affairs Senior Specialist and Legal Affairs Senior Specialist. In conclusion, the formal positions for department inspectors have been changed into 14 specialist positions. For the central administration, the Director General, Deputy Director General, Inspector of Local Administration Departmentor Security Affairs Senior Specialist and Legal Affairs Senior Specialist are non-division positions (Announcement by Kor.Por. of Nor. Ror 1009.5/16 dated 10 October B.E. 2545) * Later on, the Office of the Civil Service Commission announced principles and conditions for the position of senior specialist at the “departmental level” as follows:   **Under the central administration**   1. This position shall carry out official duties under the government policy according to determined strategies requiring highly experienced senior specialists in related theoretical and technical approaches. 2. This position shall be responsible for one or several of the technical operations with important impact on general official work as follows:    1. System development with required standards, principles and formatting;    2. Specific studies, analysis and research;    3. Provide consultation on specific technical matters to executives in departments or division levels as well as other involved personnel and agencies;    4. Duties concerning conservation and renovation as assigned. 3. This position is the outcome of integration of study, research and analysis for the achievement of development under departmental strategies (Letter issued by Kor. Por. No. Nor Ror 1008/Wor 18 dated 18 October B.E. 2555) by which specific expertise for system development at the departmental level can be determined as follows:    1. The chief of this agency shall directly report to the chief of the department or a position of equivalent status;    2. Responsible to study and analyze the administrative system for consulting on development strategies to executives as required;    3. Handle a large quantity of work on the development of an administration system;    4. Serve in the position of an authorized specialist to work independently under the executive’s supervision to enhance performance with expertise and experience in system development to find the required solutions for difficult and complicated problems. |
| * Vision and Mission | * Vision: Serving as an agency to study and analyze internal security structures with the ability to give policy consultations for the improvement of security affairs policies and standards. * Mission: * To study and analyze policies by the government and the Ministry of Interior for internal security; * To provide consultation to supervisors, bureaus/divisions as required, regarding important policies as assigned by the Director General of the Department of Provincial Administration; * To screen security affairs carried out by various bureaus/divisions, especially under important policies as assigned by the Director General of the Department of Provincial Administration; * To participate in meetings held by related committees or working teams on security affairs; * To carry out duties as assigned by the Director General or Deputy Director General of the Department of Provincial Administration. |

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| * Organization Structure | 1. **General Administration Subdivision:** The administration specialist is responsible for overseeing clerical work, welfare services, personnel administration, budgeting, finances and supplies. 2. **Study, Analyze, Research and Evaluate Security Affairs Subdivision** shall be supported by an administration specialist as follows:   2.1 Supporting work carried out by the security affairs senior specialist who studies, analyses and researches government policies on internal security including policies issued by the Ministry of Interior in order to propose suggestions to supervisors and other bureaus/divisions on developing policy and strategic approaches; procedures on security affairs issued by the Department of Provincial Administration in accordance with that of the government and the Ministry;  2.2 Coordinating local meetings and field visits; reporting achievements of the security affairs senior specialist to supervisors; publicizing policy analysis and articles on PR boards, website/media;  2.3 Working on other matters as assigned by the security affairs senior specialist. |
| * Authority and Function | 1. Study, analyze and research government and Ministry of Interior policies on security affairs to propose outcomes to supervisors; suggesting other bureaus/divisions for preparing internal security policies, strategic approaches in accordance with policies adopted by the government and the Ministry. 2. Provide consultation to supervisors, bureaus/divisions as required regarding important policies as assigned by the Director General of the Department of Provincial Administration. 3. Screen security affairs carried out by various bureaus/divisions, especially under the important policies as assigned by the Director General of the Department of Provincial Administration. 4. Participate in meetings held by related committees or working teams on security affairs. 5. Carry out duties as assigned by the Director General or the Deputy Director General of the Department of Provincial Administration. |
| 1. **Contact Us** |  |
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