

## SECONDED NATIONAL EXPERT- JOB PROFILE

### **Seconded National Expert (Return Operations and Voluntary Returns Unit/ Return Division)**

The Return Division consists of 3 Units, the Pre-Return Unit (PRE), the Return Operations and Voluntary Return Unit (RVR) and the Post-Return Unit (POST).

Return Operations and Voluntary Return Unit (RVR) currently consists of three sectors:

- Planning and Evaluation Sector (REPES)
- Return Operations Sector (ROS)
- Return Support Sector (RESEC)

Pre-Return Unit (PRE) consists of two sectors:

- International Cooperation for Returns Sector (INTCOR)
- Return Facilities Sector (RETFAS)

Post- Return Unit consists of two sectors:

- Reintegration Assistance Sector (RIAS)
- Counselling and Reintegration Support Sector (CRS)

This recruitment aims at filling posts of Seconded National Expert in the Return Operations and Voluntary Return Unit as well as Pre-Return Unit. Additionally, suitable candidates may be placed on reserve list in all 3 Units for future possible vacancies in the future.

#### **Tasks and responsibilities:**

Reporting to the Head of Sector in RVR Unit the main specific duties of the Seconded National Expert are:

- To support the coordination and organisation of voluntary returns and return operations, including:
  - Identification of Member States needs;
  - Communication with Member States;
  - Participation in return operations as Frontex representative;
  - Reporting and evaluation.
- To identify and carry out the pooling of best practices in voluntary returns and return operations;
- To support the development, planning, coordination and implementation of return assistance activities, including:
  - Activities focused on streamlining Member States activities and procedures in the area of return operations;
  - Capacity building activities in relation to Member States and Third Countries in the area of return, according to instructions provided by the Unit's management;
- To develop, implement and manage return-related projects as an operational manager or to contribute to these processes as a member of the operational Sectors;

- To support/carry out administration of IT systems supporting return related activities and processes;
- To contribute to preparation of inputs, statistics and documents with respect to the scope of the Sectors' activities;
- To prepare reports, operational templates, written communication, briefing notes and responses to external enquiries;
- To monitor the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- To promote best practices and knowledge-sharing in the field of return operational activities;
- To support the development of the operational concept, Operational Planning and prioritization of the deployments of Standing Corps, Frontex Return Escort and Support Officer (FRESO) profile;
- Monitoring and operational evaluation of the operational deployments of FRESO, including in ad hoc deployments to support return operations;
- To contribute to the development of training content and implementing training sessions in the field of the activities under the Specific Activity Plan for FRESO deployments, and of Standing Corps basic training in cooperation with relevant entities and with EBCG Academy;
- To organize meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- To contribute to the process of planning and implementation of the Unit's activities, in particular, in terms of operational assistance to Member States;
- To support other projects undertaken by the Sectors.

## **Secondary tasks**

- Perform any other task as required by the line manager;
- Develop, maintain and store necessary business documentation.

Temporary deployments and travel to locations outside of Frontex headquarters can occur.

## **Selection criteria:**

### **Professional qualifications, competencies and experience required:**

#### **Essential:**

- Good knowledge of the EU legal framework on pre-return / return activities as well as legislation related to Frontex and of the functioning of EU institutions and bodies
- At least 3 years of proven full-time professional experience in duties related to the tasks outlined in the job description
- Proven experience and knowledge in the field of activities outlined in the job description performed at European, Regional or National level
- Good knowledge and experience in return operations or other return-related activities including reintegration activities and their management

(as outlined in the job description), and related support activities, with understanding of operational specificities in the field

**Assets:**

- Experience in cooperation and negotiations with EU institutions, Member States, Schengen Associated Countries, third countries and other authorities
- Completion of national and/or EU return related trainings
- Experience in carrying administrative duties and processes related to daily office activities
- Experience in working in multicultural environment

**Personal skills & competencies required:**

- Excellent drafting, editing and communication (including presentation) skills in English
- Ability to prioritize and work to deadlines under minimal supervision, under pressure in relation to demanding tasks and heavy workload, in possible crisis situations, and under time constraints
- Very high level of constructive, positive and service oriented attitude
- High level of commitment, initiative and creativity (ability to propose solutions and actively tackle upcoming tasks and challenges)
- Strong interpersonal skills in liaising with internal and external stakeholders, actively searching and gaining information
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook)

**Additional assets:**

- Readiness to travel on Frontex business (depending on needs)
- Readiness to perform standby duty (depending on needs)