

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert (Pre-Return 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 Pre-Return Unit the main specific duties of the Seconded National Expert are:

- To support the coordination and organisation of pre-return activities, including:
 - Identification of Member States needs;
 - Communication with Member States and third countries;
 - Participation in pre-return activities as Frontex representative;
 - Reporting and evaluation;
- To identify and carry out the pooling of good practices in pre-return activities;
- To support the development, planning, coordination and implementation of pre-return assistance activities, including:
 - Activities focused on streamlining Member States activities and procedures in the area of pre-return activities, including cooperation with third countries;
 - 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 team;
- 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 team, sector or unit's activity;
- 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 good practices and knowledge-sharing in the field of return operational activities;
- 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 team.

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)