

## **SECONDED NATIONAL EXPERT- JOB PROFILE**

### **Standing Corps Careers Specialist**

**(Standing Corps Selection and Development Unit/ Human Capital Division)**

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

Reporting to the Head of Unit Standing Corps Selection and Development, the main duties related to this post are:

- contribute to developing and implementing Frontex strategy, policies, procedures, tools and planned activities in the areas of Standing Corps career management, Standing Corps career architecture and Standing Corps competencies;
- develop and maintain business workflows within the area of responsibility, in cooperation with other relevant entities;
- contribute to preparation of correspondence, inputs, statistics, and documents with respect to the areas of responsibility;
- promote best practices and knowledge-sharing, including internal policies, guidelines and best practices in the area of responsibility;
- contribute to the documenting and evaluating activities in the area of responsibility;
- support the coordination of the planning, implementation, timely delivery, quality output of services in view of career development and operational competence.

#### **Selection criteria:**

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

##### **Essential:**

- At least three (3) years of work experience related to the aforementioned tasks and responsibilities within national and/or EU public administration
- Experience in designing and implementing competency models, mapping competencies to job roles and responsibilities, performance expectations and career progression
- Experience in job analysis, role profiling and law enforcement career development

##### **Assets:**

- Previous experience with design, implementation or application of the Sectorial Qualifications Framework for Border Guarding
- Background in EU Member States migration or law enforcement or coast guard authorities' recruitment, promotion or training program development

**Personal skills & competencies required:**

- Good organization and co-ordination skills including managing priorities, work under heavy workload and time pressure
- Ability to prioritize and keep tough deadlines under minimal supervision
- Strong sense of initiative and responsibility
- Excellent communication skills in English (both oral and written) and ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders in a multicultural environment