

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

### **Legal Officer**

**(Legal and Procurement Unit/ Human Resources and Corporate Services Division)**

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

Reporting to the Head of Unit and under the supervision of the respective Head of Sector the main duties related to this position are:

- Rendering legal advice to the management and all other entities of Frontex, providing legal support on a wide range of assignments, including of an operational, governance or administrative legal nature, or on issues related to the functioning of the Agency;
- Drafting legal opinions, briefing notes, speaking points;
- Contributing to the preparation and development of internal guidelines, best practices, procedures, rules, decisions and other legal instruments;
- Other tasks and responsibilities as assigned by Heads of Sector/Unit.

#### **Selection criteria:**

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

##### **Essential:**

- Knowledge of EU law, or EU affairs, or public international law or International Affairs
- Professional legal experience acquired in national authorities dealing with internal affairs, justice matters, defence or foreign affairs
- Previous experience in providing legal advice to national public authorities or international organisations
- Excellent level of English (C1)
- Experience or knowledge of EU institutions/bodies, or international organisations

##### **Assets:**

- Expert knowledge in at least one of the following fields:
  - Internal Affairs, Justice matters, Defence, Foreign Affairs
  - Fundamental rights or human rights law
  - Integrated Border Management, Schengen acquis, returns
  - Administrative law, procurement and contract law, financial law
- Ability to explain legal issues to non-experts in a service-oriented manner, focusing on problem solving
- Excellent organisation and prioritisation skills and the ability to handle a large volume of work in an efficient and timely manner
- Exposure to advising on coast guard functions, 'returns', the use of force, and/or capacity building projects related to the rule of law

**Personal skills & competencies required:**

- Excellent communication and teamwork skills
- Critical thinking
- Ability to take initiative with proven ability to work independently under minimal supervision