

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert

(Contingent Management Unit Support Team/ Contingent Management Unit/
Operational Management Division)

Tasks and responsibilities:

Reporting to the respective Team Leader, the main duties related to these posts are:

- To coordinate horizontal activities across CMU sectors and teams to ensure consistent planning, implementation, and follow up of contingent related operational tasks;
- To act as a coordination interface between CMU, other Frontex units, and external counterparts on operational matters related to contingents, including information flow and alignment of actions;
- To support the coordination of operational planning and monitoring activities, including consolidation of inputs, timelines, and resource related information from relevant stakeholders;
- To organise and coordinate internal and external meetings, workshops, and briefings related to operations implementation and contingent management, including preparation of agendas, background material, and meeting records;
- To support the tracking, consolidation, and reporting of CMU activities and outputs, ensuring timely updates and coherence with unit and sector priorities;

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 5 years of experience in management/coordination, planning/implementation/evaluation or monitoring of operational activities in the field of border control or law enforcement
- Experience in working in international environment or with international partners
- Experience in managing tasks and improving workflows and internal communication
- General knowledge of Schengen Border Code, The European IBM, Frontex operational activities, standards and practices of EU human rights policies
- Ability to draft clear and concise written output in English, including assessment reports, briefing notes, and formal correspondences

Assets:

- Familiarity with the mandate of Frontex, and related regulatory framework in the area of expertise
- Good awareness of Frontex coordinated operational activities (Joint Operations / Multipurpose Maritime Operations / Rapid Border Interventions / Pilot Projects / Coast Guard functions)

Personal skills & competencies required:

- Excellent presentation, interpersonal and communication skills in English at least at B2 level (ability to communicate clearly and precisely to different audiences both orally and in writing)
- High intercultural sensitivity, demonstrating knowledge, awareness, and acceptance of other cultures and cultural identities
- Proficient use of standard office software, especially Word, Excel and PowerPoint (or similar applications); efficient management of e-mail and meeting invitations
- Capability to organise and manage work, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload, time pressure and tight deadlines