

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert

(Contingent Management Sector West/ Contingent Management Unit/ Operational Management Division)

Tasks and responsibilities:

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

- To contribute to the Sector's activities, administrative tasks and workflow, and the general responsibilities assigned to the Unit;
- To support the management of operational activities, including their planning, implementation, monitoring, reporting, identification of operational needs, and evaluation, according to instructions provided by the Sector's management;
- To provide the Sector and other entities with professional expertise in all tasks relevant to business, promoting best practices and knowledge-sharing, and actively contributing to the achievement of Sector's objectives;
- 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 follow the latest developments, technologies, methods and practices in the field of the Unit/Sector's activities and promote their implementation in the line of business.

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