

**SECONDED NATIONAL EXPERT- JOB PROFILE****Secoded National Expert****(24/7 Operations Centre/ Operational Management Division)****Tasks and responsibilities:**

Reporting to Head of Sector via Team Leader, the main duties related to this post are:

- To contribute to relevant documents within the team's remit with a proactive approach, identifying areas where corrective action is required, proposing workable solutions in relation to these documents and implementing feedback mechanisms or establishing a routine review process to ensure that all data presented is up to date and reflects current operational realities and needs;
- To facilitate meetings and briefings to maintain effective communication with various entities, working closely with other Units of Operational Management Division and other divisions to ensure that all parties are aligned on objectives and strategies;
- To actively contribute to the day-to-day tasks of OPC, including the timely preparation of necessary documents and reports, ensuring that all outputs meet quality standards and deadlines, identifying potential problems or inefficiencies in ongoing projects, and taking the necessary action to resolve them;
- To develop and implement operational procedures and instructions related to 24/7 operational implementation of various services in context of operational activities and in the pre-frontier areas;
- To support development of functionalities, procedures and reporting architecture to support Agency's 24/7 monitoring and complying with duty of care mechanisms.

**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
- At least 2 years of experience in Situation Centre / National Coordination Centre or similar entity at national or international level
- 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
- Very good knowledge on EUROSUR regulation and operational activities under EUROSUR umbrella

**Assets:**

- Familiarity with the mandate of Frontex, and related regulatory framework in the area of expertise

**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