

## SECONDED NATIONAL EXPERT- JOB PROFILE

### Seconded National Expert (Return Division)

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

The Return Division consists of 3 Units, the Pre-Return Unit (PRE), the Return Operations and Voluntary Return Unit (RVR) and the Post-Return Unit (POST).

Pre-Return Unit (PRE) consists of two sectors:

- International Cooperation for Returns Sector (INTCOR)
- Return Facilities Sector (RETFAS)

Return Operations and Voluntary Return Unit (RVR) consists of two sectors:

- Planning and Evaluation Sector (REPES)
- Return Operations Sector (ROS)

Post- Return Unit consists of two sectors:

- Reintegration Assistance Sector (RIAS)
- Counselling and Reintegration Support Sector (CRS)

This recruitment aims at filling few posts of Seconded National Expert: 1 in the Pre-Return Unit, 3 in Return Operations and Voluntary Return Unit. Additionally, suitable candidates may be placed on reserve list for future possible vacancies in the future.

#### **Tasks and responsibilities in Pre-Return Unit (PRE):**

Recruited Seconded National Experts will report to the Head of Sector International Cooperation for Return in Pre-Return Unit.

The main specific duties of the Seconded National Expert are:

- To support the coordination and organisation of pre-return activities, including:
  - Identification of Member States' needs;
  - Communication with Member States and third countries;
  - Participation in pre-return activities as Frontex representative;
  - Reporting and evaluation;
- To identify and carry out the pooling of good practices in pre-return activities;
- To support the development, planning, coordination and implementation of pre-return assistance activities, including:
- Activities focused on streamlining Member States activities and procedures in the area of pre-return activities, including cooperation with third countries;
- Capacity building activities in relation to Member States and third countries in the area of return, according to instructions provided by the Unit's management;

- To develop, implement, manage or support return-related projects;
- To support or carry out administration of IT systems supporting return related activities and processes;
- To prepare reports, inputs, statistics, briefing notes, responses to external enquiries and other written input as required with respect to the scope of the team, sector or unit's activity;
- To monitor the correct implementation of assigned activities, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- To promote good practices and knowledge-sharing in the field of return;
- To organize meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- To contribute to the process of planning and implementation of the Unit's activities, in particular, in terms of operational assistance to Member States;
- To support other activities undertaken by the team;

#### **Secondary tasks**

- Perform any other task as required by the line manager;
- Develop, maintain and store necessary business documentation.

Travel to locations outside of Frontex headquarters might be required.

#### **Tasks and responsibilities in Return Operations and Voluntary Return Unit (RVR):**

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

- Supporting the daily work of the Service Desk for Return Operations including:
  - Identification and evaluation of needs
  - Communication with return stakeholders in Member States
  - Participation in return operations as Frontex representative
  - Reporting and evaluation of operational results
- Contributing to the development of the operational planning and prioritisation of the deployments of Standing Corps, including the development of the relevant concepts and methodology;
- Conducting evaluation of operational activities in return, including the development of the relevant concepts and methodology and drafting reports;

- Contributing to the development and delivery of training content in the field return, especially related to escort officers training including Standing Corps;
- Monitoring the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- Supporting the development of operational plans, review of return related legal and policy documents;
- Contributing to preparation of inputs, statistics and documents with respect to the scope of the Team's activity;
- Contributing to strategic evaluation to support the operational business;
- Supporting the information collection and drafting of reports to provide an overall integrated picture of return operations and voluntary returns supported by the Agency;
- Contributing to the running of the daily information and knowledge management for the Return Operations and Voluntary Returns Unit;
- Identifying and carrying out the pooling of good practices in return operational activities;
- Promoting good practices and knowledge-sharing in the field of return operational activities;
- Organizing meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- Contributing to the process of planning, implementation and evaluation of the Unit's operational activities;
- Supporting other activities undertaken by the Sectors;

## **Selection criteria:**

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

#### **Essential:**

- Good knowledge of the EU legal framework on pre-return / return / post-return activities as well as legislation related to Frontex and of the functioning of EU institutions and bodies;
- At least 3 years of proven full-time professional experience in duties related to the tasks outlined in the job description;
- Proven experience and knowledge in the field of activities outlined in the job description performed at European, Regional or National level;
- Good knowledge and experience of any return-related activities and their practical implementation and management.

#### **Assets:**

- Completion of national and/or EU return related trainings.

- Experience in evaluating results of return or reintegration related activities and support the strategic planning of operational activities.
- Experience in cooperation and negotiations with EU institutions, Member States, Schengen Associated Countries, third countries and other authorities;
- Experience in training design and delivery

**Personal skills & competencies required:**

- Excellent drafting, editing and communication (including presentation) skills in English ensuring clear communication of complex subjects (C1 Level).
- Ability to prioritize and work to deadlines under minimal supervision, under pressure in relation to demanding tasks and heavy workload, in possible crisis situations, and under time constraints.
- Very high level of constructive, positive and service oriented attitude.
- High level of commitment, initiative and creativity (ability to propose solutions and actively tackle upcoming tasks and challenges).