

SECONDED NATIONAL EXPERT - JOB PROFILE**External Relations Officer (SNE) in the External Relations International Organizations Team
within the Executive Support****Secondment tasks and responsibilities**

The External Relations Officer, under the supervision of the Senior External Relations Officer/International Organizations, shall:

- advise and support the Management of Frontex on EU and international developments relevant in the field of border management;
- build up, strengthen and maintain an effective network of contacts within EU bodies and international organizations to explore areas of cooperation and ensure efficient exchange of information;
- prepare working or cooperation arrangements according to Frontex legal framework;
- prepare, advice, monitor or evaluate cooperation projects involving Frontex and external partners;
- participation in external meetings, conferences and training events;

Selection criteria**Professional requirements**

The candidate will be required to demonstrate that she/he has:

- sound knowledge and proven professional experience in the areas mentioned in the job duties;
- excellent knowledge of the EU institutional framework;

Besides the following attributes would be an asset:

- experience in developing external cooperation or dealing with external relations in a public sector body;
- knowledge of EU administrative working practices;
- experience in Project Management;
- excellent command of English; knowledge of other languages will be also an advantage

Personal attributes especially important to this post include:

- excellent analytical skills;
- excellent drafting skill
- excellent organizational skills;
- excellent diplomatic skills;
- strong sense of initiative and responsibility;
- ability to work under pressure and respond to changes in a rapidly evolving work environment;
- excellent communication and interpersonal skills;
- ability to cooperate smoothly in a multicultural environment;