



SECONDED NATIONAL EXPERT - JOB PROFILE

External Relations Officer (SNE) in the Third Country Team within External Relations/Executive Support

Tasks and responsibilities:

- assistance to the Senior External Relations Officer in particular by contributing to the implementation of the tasks assigned in the Programme of Work;
- assisting the Senior External Relations Officer to further develop and maintain the reliable, accessible and effective network of partnerships with Non EU Member States;
- assisting the Senior External Relations Officer to further develop and maintain the network of contacts in the frame of cooperation with the International Cooperation Departments of the Member States and Schengen associated countries;
- following latest developments in the field of EU External Relations policy as well as of the External dimension of the EU JHA policy including the implementation and use of financial instruments in regard to improving border management within Non EU Member States;
- preparing reports, (political) situation assessments, working arrangements, letters, briefing notes and responses to enquiries;
- providing the External Relations Officer and other team members with practical advice and expertise;
- organizing meetings, workshops, seminars in the field of External Relations including the preparation of financial commitments;
- advising and guiding Frontex operational units/sectors concerning to projects touching the operational cooperation with Non EU Member States;
- maintaining the working cooperation with other FRONTEX units/sectors promoting the best practices and knowledge-sharing.

Qualifications and experience required:

1) Professional qualities

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

- practical knowledge and profound expertise in the activities of cooperation with Non EU Member States;
- professional experience and relevant qualifications in the areas mentioned in the secondment duties;
- broad experience in the law enforcement sector (intelligence-driven organization), border management or related;
- excellent command of English, both spoken and written, at least on C1 level.

Besides the following attributes would be an asset:

- experience in the cooperation with the European public administration;
- experience in working closely together with/or in relevant International Organizations;
- profound knowledge in project management in border management related topics;
- familiarity with EU administrative working practices, in particular in EU-funding.

2) Personal qualities

Attributes especially important to this post include:

- good organizational and analytical skills including managing priorities, work under pressure and meet tight deadlines;
- high degree of commitment, responsibility and initiative;
- excellent communication, interpersonal and diplomatic skills with ability to communicate and liaise effectively, orally and in writing, at all levels within Agency and with external parties;
- ability to cooperate smoothly in a multicultural environment.