

SECONDED NATIONAL EXPERT - JOB PROFILE
Strategic Analyst (focus on Document Fraud),
Risk Analysis Unit /Strategic Analysis and Planning Sector

Tasks and responsibilities:

Reporting to the Head of Strategic Analysis and Planning Sector, the main tasks and responsibilities of the Strategic Analyst will be as follows:

- providing analytical and logistical support to the activities of the European Document-Fraud Risk Analysis Network;
- providing support to the activities in the field of strategic analysis of document fraud to selected risk analysis networks with Third Countries;
- collecting and processing the necessary data according to the best practices in the field;
- contribute to the sector activities in particular to the implementation of the tasks assigned in the Programme of Work;
- providing support to analytical activities related to 1) migration management and border management in general, and 2) irregular migration, border security and document fraud especially;
- providing support in preparing risk assessments, reports, letters, briefing notes and responses to enquiries;
- supporting the organisation of meetings, workshops, seminars and network cooperation in the field of unit/sector activities;
- supporting and implementing the working cooperation with other Frontex units/sectors promoting the best practices and knowledge-sharing.

Qualifications and experience required:

(1) Professional

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

- at least five years of professional experience with delivering high quality data analysis on document fraud phenomena, migration management, border management, border security, irregular migration and various cross-border criminal activities (for example, trafficking in human beings);
- knowledge of analytical tools and various research methodologies, as well as professional experience of their practical application;
- capacity to analyse, visualise and make sense of complex quantitative and qualitative datasets originating from a variety of information sources;
- practical knowledge and proven experience in intelligence and data analyses;
- ability to develop hypotheses on irregular migration and cross-border criminal activities, identify intelligence gaps and make recommendations for risk mitigation measures;
- professional experience in preparing risk assessments, reports, letters and briefing notes;
- keen interest and excellent orientation in geopolitical issues related to border security and border management issues;
- excellent command of English, at least at C1 level;
- competent user of Microsoft office applications (Word, Excel and Outlook);

Besides the following attributes would be an asset:

- experience in project planning and management;
- completed training in strategic analysis;

- familiarity with EU administrative working practices.

(2) Personal

Personal attributes especially important to this post include:

- 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;
- strong sense of initiative, responsibility and commitment;
- excellent problem-solving skills;
- flexibility and adaptability;
- ability to communicate clearly and precisely to different audiences both orally and in writing;
- ability to work collaboratively with others in a multicultural and multi-professional environment.