



## SECONDED NATIONAL EXPERT - JOB PROFILE

### Operational and Advance Level Document Officer in Air Border Sector

An Operational and Advanced Level Document Officer means an officer of a border control competent national authority of a Member State<sup>1</sup>, who has experience in:

- First and second line airport border controls.
- Leading teams of experts in the border control activities and participating in the international working groups.

Carrying out thorough examinations of all kinds of border related documents, providing support to the first and second line officers.

#### Eligibility criteria

To be eligible to become an Operational and Advanced Level Document Officer a candidate shall:

- Have at least 5 years experience at airports in the first and second line border control and/or as document expert corroborated by at least 2 years experience in leading teams of officers.
- Have adequate knowledge of the English language, both spoken and written (CEFR level B2 or equivalent).
- Have received relevant training for those duties, including training on EU and international law, in particular on the Schengen Border Code, on how to apply fundamental rights in practice and on access to international protection.

#### Tasks and Responsibilities

The Operational and Advance Level Document Officer will:

- Contribute to the Sector's activities, in particular in terms of development and smooth implementation of the tasks assigned in Programmes of Work, with specific reference to document forgery and related *modi operandi* countermeasures.
- Manage and coordinate operational activities, including identification of needs, development, implementation, reporting and closing-up, according to instructions provided by the Sector's management. Those activities encompass the preparation of reports, project templates, written communications, briefing notes and reply to enquiries related to the Air Border Activities.
- Contribute to the projects of the Sector where his/her is involved, facilitating the application of sound project management approach in order to ensure the achievement of the strategic objectives underpinning those projects.
- Coordinate the organisation of meetings, workshops, seminars and network cooperation in the field of Sector's activities.
- Lead and manage teamworks in the area of responsibility assigned by the Sector's management, ensuring the consequent coordination of all sub-sectors work.
- Follow the latest developments, technologies, methods and practices in the field of Unit/Sector's activities with specific reference to travel and border related documents.
- Provide the Sector's management and other team members with expertise on practical and tactical aspects of border control and document forgery, promoting best practices and knowledge-sharing in the field of joint operational activities performed by border guards at EU level.
- Maintain the working cooperation with other Frontex units/sectors.

<sup>1</sup> For the purpose of this selection and unless explicitly specified, the term "Member State" includes also the States participating in the relevant development of the Schengen acquis in the meaning of the Treaty on the Functioning of the European Union and its Protocol (No 19) on the Schengen acquis integrated into the framework of the European Union.

## **Qualifications and Experience Required**

### **1) Professional**

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

- At least five years wide experience in airport border control field necessary to fulfill the eligibility criteria.
- A good level of knowledge of EU and international legislation in the field of border activities.
- Knowledge on fundamental rights, including international protection.
- Experience in the non-discriminatory profiling of persons crossing the external border. Experience in leading teams of experts in the border control activities.
- Experience with international working groups.
- With regards of document expertise:
  - Knowledge of primary and advanced level security features (covert and overt) in substrates, inks and personalization components (bio-data) of travel documents.
  - Knowledge of different printing methods and processes (e.g. offset, intaglio, inkjet).
  - Knowledge of the physics of light (theory of colour, light and optics).
  - Knowledge of innovations in authentic identity and security documents.
  - Knowledge of the identity chain (identity registration/document production/document issuance/document control), particularly with regard to the issuing of systems for security documents.
  - Sufficient knowledge on different types of document fraud.
  - The ability to identify and communicate possible threats and risks to security features of documents.
  - Sound forgery detection skills and a thorough knowledge of the modus operandi adopted by smugglers and other criminal groups.
  - Experience in using compact document examination equipment (e.g. light sources from basic to multi-spectral imaging, stereo microscopes, decoders and other filters).
- Knowledge of overall threats and relevant intelligence information.
- Basic knowledge of intelligence concepts and processes (e.g. the routes and destinations of irregular migrants).
- Competent knowledge of the main IT and Microsoft office applications (Word, Excel and Outlook).

### **2) Personal**

- Good organizational and coordination skills including managing priorities, work under pressure and meet tight deadlines.
- High degree of commitment, responsibility, flexibility and initiative.
- Excellent communication and interpersonal 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.
- A strong sense of initiative and responsibility.

**Besides the following attributes would be advantageous:**

- Knowledge about the European public administration environment (in particular with the budgetary process).
- Expertise in establishing and developing interagency cooperation including Customs liaison and partnership.