

## SECONDED NATIONAL EXPERT - JOB PROFILE

**Operational Officer in the Sea Border Sector,**

**which is part of the Joint Operations Unit under the Operations Division**

### Tasks and responsibilities:

- to participate in the process of overall planning and implementation of Sector/Unit activities, in particular contributing to the fulfilment of objectives and tasks identified in the Programme of Work;
- to contribute to programming of operational business and/by managing operational activities (joint operations, pilot projects and other products/services), including identification of operational objectives, means and performance indicators to achieve those objectives, as well as identification of risks related to activities, monitoring of implementation and evaluation;
- to carry out operational management of joint operations (coordination of deployment of operational resources, overall monitoring of operational schedules, administration of running expenses of means), identify operational gaps and make recommendations for further actions;
- to prepare activity documentation, reports, situation assessments, letters, invitations to the Member States, briefing notes, written communications and responses to enquiries;
- to handle administrative and financial duties related to the management of the operational activities, in particular - budgeting and processing of grants, procurements, payments and related;
- to organize meetings, workshops, seminars and network cooperation in the field of Sector/Unit activities;
- to lead and manage integrated teamwork in his/her area of responsibility;
- to follow latest developments, technologies, methods and practices in the field of Sector/Unit activities;
- to perform other tasks and responsibilities assigned by Heads of Sector/Unit.

### Qualifications and experience required:

#### (1) Professional

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

- at least 5 years professional experience in the law enforcement authority;
- familiarity and relevant qualifications in all the stages of project management and the related reporting procedures/obligations, including planning, budgeting, implementation, monitoring and evaluation;
- practical skills in the organization of maritime operational activities, including coordination of operational schedules and management of participating means and experts;
- proven experience in organizing meetings, workshops and seminars;
- proven experience in managing small teams;
- experience in preparing operational reports based on proper gathering and analysis of data;
- competent user of IT applications in general and Microsoft Office applications (Word, Excel and Outlook) and the Internet;
- excellent command of English (at least B2 level).

Besides the following attributes would be an asset:

- completed law enforcement-related education attested by diploma (i.e., Naval, Coast/Border Guard, Police Academies);
- practical maritime experience;

- experience in maritime technologies;
- expertise in the EU-funded or international cooperation projects;
- familiarity with the European public administration and EU administrative working practices.

**(2) Personal**

Attributes especially important to this post include:

- good organizational and coordination skills, including managing priorities, working under pressure and meeting tight deadlines;
- high degree of commitment, responsibility, flexibility and initiative;
- excellent communication and interpersonal skills with the ability to work both independently and in a team;
- ability to cooperate smoothly in a multicultural environment.