



## SECONDED NATIONAL EXPERT - JOB PROFILE

Operational Officer in the Return Operations Sector,  
which is part of the Joint Operations Unit under the Operations Division

### Tasks and responsibilities:

- contribute to sector activities, in particular in terms of:
  - operational assistance to Member States in organising joint return operations;
  - identification of best practices for the acquisition of travel documents and the removal of third-country nationals illegally present in the Member States;
  - smooth implementation of the tasks assigned in Programmes of Work;
- manage and coordinate return operational projects, including identification of needs, project development, implementation, reporting and closing-up, according to instructions provided by the Sector's management;
- prepare reports, project templates, written communication, briefing notes and responses to enquiries;
- coordinate the organisation of and taking part in meetings, workshops, seminars and network cooperation in the field of sector activities;
- lead and manage teamwork in area of responsibility assigned by the Sector's management and 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;
- provide the Sector's management and other team members with practical and tactical advice and expertise;
- maintain the working cooperation with other Frontex units/sectors.

### Qualifications and experience required:

#### (1) Professional

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

- at least five years of professional experience in the field of irregular migration, in particular experience with and sound knowledge of the processes of identification, acquisition of travel documents and returns with regard to third-country nationals illegally present in the EU Member States;
- experience in preparing operational reports based on proper gathering and analyzing of data;
- proven experience and ability for interagency and international cooperation;
- familiarity and relevant qualifications in all the stages of project management and the related reporting procedures/obligations, including planning, budgeting, implementation, monitoring and evaluation;
- very good command of English, at least C1 level;
- excellent computer skills and ability to use relevant software applications, in particular Microsoft Word and Excel.

Besides the following attributes would be an asset:

- 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, coordination and time management skills including coping with stress in relation to demanding tasks, managing priorities, work under pressure, meet tight deadlines and respond flexibly to changes in a rapidly evolving work environment;
- 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.