

## **SECONDED NATIONAL EXPERT- JOB PROFILE**

### **Legal and Procurement Officer** (Legal and Procurement Unit/Governance Support Centre)

#### **Tasks and responsibilities related to this post:**

Reporting to the Head of Sector Legal Services, in coordination with the Head of Sector Procurement, and under the overall supervision of the Head of Unit, the main duties related to this position are:

- Drafting legal opinions, best practices, procedures, rules, decisions and other legal instruments.
- Rendering legal advice to the management and all other entities of Frontex, providing legal support on a wide range of assignments, including of an operational, governance or administrative legal nature, or on issues related to the functioning of the Agency.
- Rendering advice concerning complex procurement procedures, including drafting of briefing notes and other documents.
- Handling proactively procurement procedures, including preparing all relevant tendering documents.
- Advising on contract management issues.
- Other tasks and responsibilities as assigned by Heads of Sector/Unit.

#### **Selection criteria:**

#### **Professional qualifications, competencies and experience required:**

##### **Essential:**

- Experience and knowledge of EU law, or EU affairs, or public international law or International Affairs
- Professional legal experience acquired in national authorities dealing with internal affairs, justice matters, defence or foreign affairs, or on procurement and other administrative matters.
- Excellent level of English (C1), including the ability to draft comprehensive legal, contractual and procurement documents
- Previous experience in providing legal advice to national public authorities or international organisations

##### **Assets:**

- Experience or knowledge of EU institutions/bodies, or international organisations
- Expert knowledge in at least one of the following fields:
  - Internal Affairs, Justice matters, Defence, Foreign Affairs or others
  - Fundamental rights or human rights law

- Integrated Border Management, Schengen acquis, returns
- Administrative law, procurement and contract law, financial law
- Legal aspects of human resources
- Ability to explain legal issues to non-experts in a service-oriented manner, focusing on problem solving
- Excellent organisation and prioritisation skills and the ability to handle a large volume of work in an efficient and timely manner
- Exposure to advising on coast guard functions, 'returns', the use of force, and/or capacity building projects related to the rule of law

**Personal skills & competencies required:**

- Attributes especially important to this post include:
  - Excellent communication and teamwork skills
  - Critical thinking
  - Ability to take initiative with proven ability to work independently under minimal supervision.