

## SECONDED NATIONAL EXPERT- JOB PROFILE

### Standing Corps Careers Specialist

(Standing Corps Selection and Development Unit/ Human Capital Division)

#### Tasks and responsibilities:

Reporting to the Head of Unit Standing Corps Selection and Development Unit, the main duties related to this post are:

- Contribute to developing and implementing Frontex strategy, policies, procedures, tools and planned activities in the areas of Standing Corps Careers;
- Develop and maintain business workflows within the area of responsibility, in cooperation with other relevant entities;
- Contribute to preparation of correspondence, inputs, statistics, and documents with respect to the areas of responsibility,
- Promote best practices and knowledge-sharing, including internal policies, guidelines and best practices in the area of responsibility;
- Contribute to the documenting and evaluating activities in the area of responsibility;
- Support the coordination of the planning, implementation, timely delivery, quality output of services in view of career development and operational competence.

#### Selection criteria:

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

##### Essential:

- At least three (3) years of work experience related to the aforementioned tasks and responsibilities within national and/or EU public administration
- Experience in organising/ participating in the organisation of (international) events in English, including moderation of contributions
- Experience in managing any aspect of a national law enforcement/ coast guard career such as recruitment, individual professional files of officers, within a law enforcement/ coast guard career

##### Assets:

- Operational work experience with EU Member States migration or law enforcement or coast guard authorities

#### Personal skills & competencies required:

- Good organization and co-ordination skills including managing priorities, work under heavy workload and time pressure
- Ability to prioritize and keep tough deadlines under minimal supervision
- Strong sense of initiative and responsibility
- Excellent communication skills (both oral and written) and ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders in a multicultural environment