

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert (Contingent Management Unit/ Operational Management Division)

Tasks and responsibilities:

Reporting to the Head of Unit and under the supervision of the respective Head of Sector the main duties related to this position are:

- To contribute to the Sector's operational activities, in particular in terms of the development and implementation of the operational tasks assigned to the Unit;
- To support management and coordination of operational activities, including identification of operational needs, planning, implementation, and evaluation of operational activities, reporting on operational results according to instructions provided by the Sector's management. These activities encompass, inter alia, the preparation of operational plans, reports, written communications, briefing notes and responding to enquiries related to the activities and/or coordination of implementation measures in the operational areas;
- To contribute with his/her professional competencies to the different tasks of the Sector where he /she is involved in, facilitating the application of sound management of the work and achievement of objectives;
- To coordinate and organize meetings, workshops, seminars and to establish network for cooperation in the field of Sector's activities;
- To follow the latest developments, technologies, methods and practices in the field of Unit/Sector's activities and promote their implementation within the Sector;
- To provide the Sector's management and other team members with expertise on all aspects of border control and Integrated Border Management based on his/her professional competencies, promoting best practices and knowledge-sharing within the team and the Sector;
- To support HoS.CME in administrative matters;
- To support HoS.CME in organization of training events;
- When assigned to FCF1:
 - To support in managing FX contingents' personnel resources;
 - To perform administrative tasks;
 - To support in managing duty rosters, stand by duty management and other related to the personnel and administration.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 5 years of experience in management and/or implementation of operational activities in border control/law enforcement
- Experience in working in international environment
- Experience in planning, implementing, evaluating operational activities and/or related projects
- Knowledge of Schengen Border Code, The European IBM, Frontex operational activities, standards and practices of EU human rights policies
- Proficiency in drafting official documents and correspondence
- Support in matters related to administration and personnel management

Assets:

- Experience in participation in Frontex coordinated operational activities (Joint Operations/Rapid Border Interventions/Pilot Projects/Coast Guard functions etc.) in coordination or support related roles
- Knowledge in managing projects and tasks

Personal skills & competencies required:

- Good command of English
- Proficient user of standard office software, especially Excel and Word (MS Office or similar)
- Data bases management

