

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert (24/7 Operations Centre/ 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 Unit's operational activities, in particular in terms of the development and implementation of the operational tasks assigned to the Unit;
- To contribute with his/her professional competencies to the different tasks of the Unit 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 Unit's activities;
- To follow the latest developments, technologies, methods and practices in the field of Unit activities and promote their implementation within the Unit;
- To provide the Unit's management and other team members with expertise on all aspects of Integrated Border Management based on his/her professional competencies, promoting best practices and knowledge-sharing within the team and the Unit;
- To coordinate the execution of close-to-real-time monitoring activities of designated areas over the maritime domain, including third-country ports, which have been identified through risk analysis and information as being embarkation or transit points for vessels or other craft used for illegal immigration or cross-border crime;
- To coordinate the execution of close-to-real-time monitoring activities of designated areas over the maritime domain, including third-country ports, which have been identified through risk analysis and information as being embarkation or transit points for vessels or other craft used for illegal immigration or cross-border crime;
- To facilitate the information exchange with internal and external stakeholders related to Eurosur Fusion Services (EFS) products execution (i.e. tracking vessels of Interest, Anomaly Detection, etc.);
- To take up initiative where and when necessary for gaining a timely situational awareness, also by liaising directly with external stakeholders such as National Coordination Centres (NCC) or Maritime Rescue Coordination Centres (MRCC);
- Facilitate the information exchange with internal and external stakeholders related to EFS products execution (i.e. Tracking vessels of Interest, Anomaly Detection, etc.);
- To produce and maintain updated documentation (i.e. SOPs, Handbook, etc.) related to direct execution of EFS;
- To support project management in relation to the activities of the Unit.

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

