

SECONDED NATIONAL EXPERT- JOB PROFILE

EU Cooperation Officer

(EU Affairs Unit/ Strategy, Governance and External Relations 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:

- Developing and maintaining structured cooperation with the Agency's partners in the field of border and migration management in the assigned area of responsibilities,
- Monitoring and analyzing legislative and political developments related to Frontex's mandate taking place at national and EU level,
- In cooperation with other business entities, preparing the Agency's input to policy-related initiatives and EU Presidencies' programming,
- Contributing to the implementation by Frontex of major EU-wide programs and initiatives, such as the New Pact on Migration and Asylum,
- Supporting Head of Unit and Director of the Division in developing and implementing strategic documents in relation to Frontex's involvement with selected partners or in selected thematic areas,
- Drafting documents such as ED and MB decisions, arrangements and implementation plans
- Supporting functioning of Frontex Liaison Officers to MS, EU Institutions and partners.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least five years of professional experience in the areas mentioned in the job duties
- Practical knowledge and experience establishing and maintaining cooperation with partners
- Good knowledge of EU institutional and policy environment in the area of justice and home affairs
- Experience in working in a multicultural environment, preferably in an EU institution, agency, or an international organization
- Outstanding analytical, report drafting and writing skills

Personal skills & competencies required:

- Excellent time management, organisation, and coordination skills, including the ability to prioritise and make sound decisions under time pressure with minimal supervision
- Excellent presentation, interpersonal and communication skills (ability to communicate clearly and precisely to different audiences both orally and in writing) in English
- Strong sense of initiative, responsibility, and integrity, as well as constructive, positive and service oriented attitude
- Ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders