

SECONDED NATIONAL EXPERT- JOB PROFILE

Planning Specialist (Operational Planning Unit/ Operational Planning Division)

Tasks and responsibilities:

Reporting to the respective Head of Sector, the main duties related to this position are:

- To contribute by developing and reviewing to the planning of operations at the EU external borders and in the third countries, in particular:
 - Supporting the initiation and planning phases of the operational cycle
 - Negotiating the operational responses with the host countries
 - Drafting, consulting, and negotiating the operational plans
 - Carrying out proactive operational exigency planning
- To contribute with his/her professional competencies to the tasks of the respective 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, negotiations and to establish relationships among external and internal stakeholders for cooperation in the field of Sector's activities.
- To represent the respective Sector at meetings.
- To follow the developments, relevant legislation, procedures, and practices relevant for the Unit/Sector's area of responsibility and promote their implementation.
- To contribute with expertise and input concerning operational planning and related to the border control activities and other elements of the European Integrated Border Management (EIBM) based on his/her professional competencies, promoting best practices and knowledge sharing within the Sector.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 5 years of professional experience in the area of border management/law enforcement or similar, including at least 1 year of experience in operational planning
- Specialized knowledge and expertise in the area of strategic and operational planning
- Ability to produce concise, well-structured, and effective planning documentation, presentations, and correspondence

Assets:

- Professional knowledge on relevant EU and international law, including Schengen Borders Code, the European Integrated Border Management and/or Frontex coordinated operations
- Knowledge in planning processes of the European/international organisations

Personal skills & competencies required:

- Very good oral command of English and advanced proficiency in written English
- Analytical ability and structured approach to complex tasks
- Proficient user of standard office software (Microsoft Office)