

SECONDED NATIONAL EXPERT- JOB PROFILE

Senior Policy Officer

(Support Office of Deputy Executive Director for Administration and Information Management)

Tasks and responsibilities:

Reporting to the Head of Office the main duties related to this position are:

- Advise Deputy Executive Director on matters concerning administration, operations and capabilities;
- Provide support in ensuring efficient planning and implementation of Frontex resources and budget;
- Supervise and support the implementation of change management process in the remit of Deputy Executive Director;
- Supervise and coordinate matters related to audits in the area of responsibility of Deputy Executive Director.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 10 years of proven experience dealing with duties related to the tasks assigned
- Excellent command of the regulatory framework governing the EU institutions, EU integrated border management and Frontex
- Proven experience in leading development and implementation of time- and policy-sensitive strategies, programmes, and operational processes, introducing innovation and managing conflicting priorities in a fast-paced environment
- Proven experience in coordinating activities related to law enforcement or border management

Assets:

- Work experience in law enforcement agency, including police, border, or customs agencies
- University degree relevant to the duties and responsibilities linked to the post

Personal skills & competencies required:

- The ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team
- The ability to solicit inputs from and listen to staff, partners, and stakeholders
- The ability to deal with people effectively, respectfully and courteously
- The ability to build productive and cooperative working relationships with hierarchy and other units and colleagues
- The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved