

SECONDED NATIONAL EXPERT- JOB PROFILE

Executive Assistant to the Deputy Executive Director for Capabilities (Support Office/ Capabilities Directorate)

Tasks and responsibilities:

Reporting to Deputy Executive Director the main duties related to these positions are:

- Supporting the coordination of the implementation of tasks within the scope of responsibilities of the DED-CAP, based on the instructions defined by the DED-CAP;
- Monitoring policy developments and advising the DED-CAP on matters falling under her responsibility;
- Drafting documents such as concepts, policies, reports, briefing notes;
- Overseeing the preparation of documents for DED-CAP meetings and missions;
- Accompanying DED-CAP for meetings and missions and ensuring proper follow up of their outcomes;
- Supporting the proper follow up of DED-CAP instructions given to entities.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Professional experience of 10 years in the policy area of law enforcement and border management, including return
- Good knowledge of the EU legal framework in the area of home affairs, with specific focus on border management related matters
- Proven experience in providing support and advice to high-level management functions
- Proven experience of cooperation with international stakeholders in areas related to the job duties

Assets:

- Professional experience gathered in a national or international institution dealing with security matters
- Professional experience in developing and managing policy positions
- Experience in drafting strategic documents based on a multiplicity of sources and ability to propose relevant action points

Personal skills & competencies required:

- Ability to establish and maintain good working relationships with external and internal stakeholders
- Ability to work in a fast-paced environment, with specific requirements as regards political sensitivity
- Experience of working in multicultural and multinational environment
- Good ability to balance varied views and finding compromise solutions