

SECONDED NATIONAL EXPERT- JOB PROFILE

International Cooperation Officer

(International Cooperation Unit/ International and European Cooperation 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 frameworks with the Agency's external partners in the field of border and migration management in the assigned area of responsibilities, focusing on priority third countries and international organisations,
- Initiating, drafting, and negotiating Frontex working arrangements and cooperation plans with third countries and other partners in the external dimension,
- Coordinating and steering the implementation of Frontex cooperation activities in the external dimension, in liaison with other business entities,
- Representing Frontex in relevant working groups, committees, conferences, and events,
- Leading fact-finding missions, needs assessments and study visits to third countries or other partners,
- In cooperation with other business entities, preparing the Agency's input to policy and legislative initiatives at EU level as well as contributing to high-level meetings and international dialogues in the areas of migration, security, and border management,
- Supporting Head of Unit and Director of the Division in developing and implementing strategic documents in relation to Frontex's international cooperation.

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 in the external dimension
- Good knowledge of EU and/or international 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

Assets:

- Language skills, particularly French, Arab or Serbo-Croatian

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