

SECONDED NATIONAL EXPERT- JOB PROFILE
Operational Officer (Return Support Unit/Operations Division)

Tasks and responsibilities:

Reporting to the Head of Return Support Unit and Unit's coordinators, the Seconded National Expert shall be responsible for:

- Participation and contribution to the process of planning and implementation of the overall Unit's activities in particular, in terms of operational assistance to Member States in organizing and carrying out return operations;
- Coordination of return operations, including identification of needs, communication with Member States, implementation, reporting and evaluation, according to instructions provided by the Units management;
- Development, implementation and management of return related projects as an operational manager or to contribute to these processes as a member of an operational team;
- Preparation of reports, operational templates, written communication, briefing notes and responses to external enquiries;
- Preparation, distribution of queries on return related topics and collection, summarizing of responses;
- Monitoring the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Code of Conducts by persons participating in activities coordinated by the Agency;
- Promoting best practices and knowledge-sharing in the field of return operational activities;
- Organization of meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- Contribute to integrated teamwork in his/her area of responsibility;
- Following latest developments, technologies, methods and practices in the field of the Unit's activities.

Secondary tasks

- Perform any other task as required by the line manager;
- Develop and maintain necessary business documentation.

Qualifications and experience required:

1) Professional

Essential:

- Sound knowledge and experience in repatriation/readmission/return activities performed at European, Regional or National level gained through at least 4 years of proven full-time professional experience in duties related to the tasks assigned;
- Experience in cooperation with EU institutions and/or other Member States' authorities in the field of readmission and returns;
- Experience in cooperation with Third countries' authorities in the field of readmission and returns;
- Good working knowledge of the EU legal framework on return and readmission activities.

Assets:

- Experience in project management;
- Experience in working in a law enforcement environment.

2) Personal

Essential:

- Excellent communication skills in English, both verbally and in writing;
- Strong interpersonal skills in liaising with internal and external stakeholders, actively searching and gaining information;
- Experience in drafting and editing documents;
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook);
- High level of commitment, initiative and creativity;
- Ability to organize and manage work, including the ability to work under pressure in relation to demanding tasks, possible crisis situations, heavy workload and time pressure;
- Ability to cooperate with colleagues from different cultural backgrounds and from different agencies and units (internal and external).

Assets:

- Knowledge of additional languages;
- Knowledge of SharePoint;
- Experience in working in multicultural environment.

Other Comments:

- Availability as soon as possible would be an additional asset
- Readiness to be deployed outside Frontex HQ (part time, depending on business needs)