

**SECONDED NATIONAL EXPERT- JOB PROFILE**

Senior Duty Officer

(Frontex Situation Centre/ Situational Awareness and Monitoring Division)

**FRONTEX SITUATION CENTRE**

The Frontex Situation Centre (FSC) is the unit responsible for situation monitoring and information management within Frontex.

The role of Frontex Situation Centre is to provide a constantly updated picture, as near to real-time as possible, of irregular migration at the external borders of the EU and pre-frontier areas to facilitate the integrated border management of EU external borders, including supporting the reaction capability of Member States and joint operational activities. The Frontex Situation Centre works to pro-actively stay on top of the situation by fusing near- to real-time information services including command, control and communication capabilities.

The unit consists of the following three sectors: Monitoring Hub (HUB), Eurosur/Copernicus Fusion Services (EFS), and Command and Control Centre (CCO).

The main tasks of the Monitoring Hub Sector within the Frontex Situation Centre are:

- To provide 24/7 situation and crisis monitoring support to Member States to strengthen reaction capability. Using information from a range of sources, the Monitoring Hub provides a constantly updated European Situational Picture and dedicated situation and pre-mission reports.
- To support crisis management response and drive the continuous professionalization of working practice to ensure organizational preparedness to respond to all types of crises.

**Tasks and responsibilities:**

This position is based in the Monitoring Hub among a team of Senior Duty Officers (SDO) responsible for the development and maintenance of the European daily situational picture for cross-border crime, irregular migration and other events falling within the mandate of the agency. The SDO is foreseen to work in a shift rotation operating 24/7 (including nights, weekends and public holidays).

Reporting to the Head of Unit (and under the supervision of the respective Head of Sector), the main duties related to this post/position are:

**Primary tasks:**

- To carry out daily situation and crisis monitoring tasks, using all available information sources;
- To carry out open source and media monitoring activities in support of operational situation monitoring;
- To develop enhanced European situational awareness by adopting a proactive, investigative approach to information gathering and assessment;
- In line with applicable procedures, communicate or escalate events/incidents/questions etc. to competent authorities/Frontex units/senior management;

- To produce and disseminate documents and reports relating to the service of the Monitoring Hub;
- To participate in operational meetings and present the current operational situation in a regular briefings as well as on an *ad hoc* basis (e.g. visits).

**Secondary tasks:**

- Maintain and develop procedures, guidelines and other business documentation;
- Support project development in order to further develop and maintain the activities of the Monitoring Hub;
- Perform any other task within the area of competence.

**Professional qualifications, competencies and experience required:**

**Essential:**

- Experience and sound skills in situation monitoring;
- Experience in information management;
- Experience/high skills in preparing and drafting situation monitoring products/reports;
- Experience/high skills in drafting and implementation of procedures and processes;
- Experience/skills in using dedicated IT tools/systems for information exchange and situation monitoring;
- Skills in media monitoring/preparing reports using media-based information;
- Ability to prepare statistical information based on available sources;
- Experience / high skills in Microsoft Office (Excel, PPT, Word, Outlook)
- Experience in international cooperation;

**Assets:**

- Knowledge of the EU legal framework, including relating to border management;
- Experience in maritime activities or maritime monitoring, including search and rescue;
- Experience in work in a Situation Centre or a similar structure;
- Familiarity with IT tools used by Frontex, such as JORA, FOSS, Eurosur Fusion Services.

**Personal skills & competencies required:**

- Very good communication skills in English, both verbally and in writing;
- Strong analytical skills;
- High level of responsibility and strong decision making skills
- High level of initiative and creativity;
- Very high level of commitment, positive and service oriented attitude;
- Excellent problem solving skills;
- Ability to organize and manage heavy workloads;
- Ability to cooperate with good team spirit with colleagues from different cultural/professional backgrounds;
- Willingness to work on a 24/7 based shift system.