

## **SECONDED NATIONAL EXPERT- JOB PROFILE**

### **Seconded National Expert (Human and Technical Resources Expert)**

#### **(Pre-Deployment Organisation Sector/ Operations Preparedness and Deployment Unit/ Operations Support Division)**

##### **Tasks and responsibilities:**

Reporting to the Head of Sector and under the supervision of the respective Team Leader the main duties related to this position are:

- To contribute to the Sector's operational activities at the EU external borders, in particular in terms of the development and smooth implementation of the operational tasks assigned to the Unit.
- To manage and coordinate operational activities at the EU external borders, including identification of operational needs, implementation and reporting on operational results and contributing to planning and evaluation of those operational activities according to instructions provided by the Sector's management. These activities encompass, inter alia, reports, written communications, briefing notes and responding to enquiries related to the activities and/or coordination of implementation measures in the operational areas.
- To contribute with his/her professional competencies to the different tasks of the sectors where he/she is involved in, facilitating the application of sound management of the work and achievement of objectives.
- To coordinate and organize meetings, workshops, seminars and to establish network for cooperation in the field of sector's activities.
- To follow the latest developments, technologies, methods and practices in the field of Unit/Sector's activities and promote their implementation within the sector.
- To provide the Sector's management and other team members with expertise on all aspects of operational activities and Integrated Border Management based on his/her professional competencies, promoting best practices and knowledge-sharing within the team and the sector.
- To deal with the development of standing corps specific operational skills identified as required by Frontex operational entities.
- To periodically attend different training activities to assess professional development of SCOs.
- To contribute to programming documents as well as internal policies, guidelines and best practices for the continuous improvement of performance in the area of responsibility.
- To develop and maintain business workflows within the area of responsibility.
- To provide regular updates and reports on the activities to the Head of POS.
- To make proposals concerning further development to the Head of POS.
- To facilitate and contribute to the SC career and personal development of all categories of staff.
- To ensure constant cooperation with the SC members in the field to allow a quick reaction countering newly discovered modus operandi.
- To represent the sector/team at internal and external meetings and missions within the remit of the assigned responsibility and mandate.
- To take on additional responsibilities as required in the interest of the service.

##### **Selection criteria:**

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

###### **Essential:**

- At least 5 years of experience in management and/or implementation of operational activities in the area of border control/law enforcement

- Experience in working in international environment
- Experience in planning, implementing, evaluating operational activities and/or related projects
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**Assets:**

- Experience in operational border control activities
- Experience in the use of OperaEvo tool
- Experience in managing logistics, light and heavy technical equipment, particularly in the maritime domain

**Personal skills & competencies required:**

- Good command of English
- Proficiency in the use of Microsoft Office 365 Suite (Word, Excel, Power Point, Outlook, Teams)
- Time management skills and ability to relate with people of different cultural and professional background whilst maintaining impartiality and objectivity