

**SECONDED NATIONAL EXPERT - JOB PROFILE****Operational Analyst**

**in the Operational Analysis and Evaluation Sector  
within the Risk Analysis Unit under Operations Division**

**Secondment tasks and responsibilities**

Reporting to the Head of Operational Analysis and Evaluation Sector, the main tasks and responsibilities of the Operational Analyst will be as follows:

- Contribute to the sector activities in particular by contributing to the implementation of the tasks assigned in the Programme of Work;
- Providing analytical support in the planning, during the operational phase, and final evaluations of joint operations and pilot projects;
- Deliver tailored, high quality analysis on the nature and scope of illegal migration and associated cross-border criminal activities;
- Collecting and processing the necessary data according to the best practices in the field;
- Preparing risk assessments, reports, letters, briefing notes and responses to enquiries;
- Supporting the organization of meetings, workshops, seminars and network cooperation in the field of unit/sector activities;
- Supporting and implementing the working cooperation with other Frontex units/sectors promoting the best practices and knowledge-sharing;
- Maintaining the relevant analytical files on the database and guaranteeing the archiving of files.

**Selection criteria****Professional requirements**

**The candidate will be required to demonstrate that she/he has:**

- At least five years of professional experience and proven knowledge in the areas described in the job duties;
- Proven knowledge of analytical tools and professional experience of their practical application;
- Practical knowledge and expertise in intelligence analysis;
- Ability to develop hypotheses on illegal immigration and associated cross-border criminal activities, identify intelligence gaps and make recommendations for further action;
- Excellent command of English, both oral and written
- Report writing skills
- Excellent analytical skills;
- Good computer skills.

**Besides the following attributes would be an asset:**

- Excellent command of Microsoft Office applications
- Knowledge of information management tools;
- Familiarity with EU administrative working practices and Frontex activities.

**Personal attributes especially important to this post include:**

- Excellent organisational skills;
- Work to deadlines on multiple tasks;
- Strong sense of initiative, responsibility and flexibility;
- Ability to work under pressure and respond to changes in a rapidly evolving work environment;
- Excellent communication skills;
- Ability to work into a multicultural and multi-professional environment.

