



SECONDED NATIONAL EXPERT - JOB PROFILE

Legal Officer in the Legal Affairs Unit,
which is under the Administration Division

Tasks and responsibilities:

- Drafting legal opinions, best practices, procedures, rules, decisions and other legal instruments;
- Tendering legal advice to practitioners, providing support on a wide range of assignments of an operational nature or on issues related to the functioning of Frontex;
- Other tasks and responsibilities assigned by Heads of Sector/Unit.

Qualifications and experience required:

(1) Professional

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

- Experience and knowledge of EU Law, or EU affairs, or Public International Law or International Affairs;
- Professional experience acquired in a Home Affairs, or Justice, or Defence or Foreign Affairs' national institution;
- Excellent level of English, including the ability to perform legal drafting in that language;
- Previous experience in providing legal advice to national public authorities.

Besides the following attributes would be an asset:

- Experience or knowledge of EU institutions/bodies or international organisations;
- Expert knowledge in at least one of these fields:
 - Home Affairs, or Justice, or Defence, or Foreign Affairs;
 - Fundamental Rights Law;
 - Schengen *acquis*;
 - Integrated Border Management;
 - Administrative Law, Contract Law and Financial Law;
 - Privileges and Immunities;
- Ability to explain legal issues to non-experts in a service-oriented manner, focusing on problem solving;
- Excellent organisation and prioritisation skills and the ability to handle a large volume of work in an efficient and timely manner;

2) Personal

Attributes especially important to this post include:

- Excellent communication and teamwork skills;
- Critical thinking;
- Ability to take initiative with proven ability to work independently with minimal supervision.