



SECONDED NATIONAL EXPERT- JOB PROFILES procedure: 2017/06 (Return Support Unit/ Operations Division)

Description of the role of the entity in Frontex:

The mission of the Operations Division of Frontex is to provide the situational picture at the external borders and to generate intelligence products, which provide the basis for Frontex operational activities and for coordinating operative cooperation at the external borders of the EU.

Subject to the return policy of the Union, and in particular Art 9 of Council Regulation (EC) No 2007/2004 of 26 October 2004, the Return Support Unit of the Agency provides the necessary assistance, and at the request of the participating Member States ensure the coordination and co-financing or the organization of return operations of Member States, including in the near future the chartering of aircrafts for the purpose of such operations.

Return Support Unit pre-return activities support Member States in the field of return capacity building and enhance practical cooperation on return to raise the number of removals of individuals with no legal right to remain in the EU.

In response to the current exceptional migrant pressure within the EU there is a need and urgency to correspondingly increase the return activities in front line Member States.

The capacity building activities relate to pre-return assistance that underpins an effective system of return management, and will be implemented in a flexible and reactive manner according to identified needs in Member States.

The focus of attention will be on further developing existing return structures and procedures with the long term aim of an end to end organisational return structure and full sustainability in return management.

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/06
Return Support Unit/ Operations Division)**

PROFILE: Operational Officer/ Return Operations Sector

Tasks and responsibilities related to this post/position:

Reporting to the Head of Return Support Unit and Unit's coordinators, the Secoded 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;
- Contribute to the mapping of Member States' capacities and their return-related needs;
- Development, implementation and management of return related projects as an operational manager or to contribute to these processes as a member of the 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 of the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct 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 related to the development of Frontex' support to Member States in pre-return activities as required by the line manager;
- Develop and maintain necessary business documentation.

Professional qualifications, competencies and experience required:

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/military environment;

Personal skills & competencies required:

- 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).

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/06
Return Support Unit/ Operations Division)**

PROFILE: Operational Officer/ Pre-Return Assistance Sector

Tasks and responsibilities related to this post/position:

Reporting to the line managers, the Secoded National Expert shall be responsible for:

- Participation in and contribution to the process of planning and implementation of the Unit's activities in terms of pre-return assistance to Member States supporting the further development of their overall return process and procedures ;
- Support the coordination of Member States' national processes of identification of third-country nationals illegally present on their territory and the acquisition and delivery of travel documents;
- Support enhanced cooperation of Member States with consular services related to return activities;
- Facilitate cooperation between Member States and third countries;
- Cooperate with Union-funded programmes on return, in particular Eurint and EURLO;
- Contribute to the activities of the phase-in (by Frontex)/ phase-out (by Eurint and EURLO) process;
- Promote practical cooperation between the national authorities involved in return management;
- Support the effective use of existing detention facilities to facilitate removal;
- Support the Member States' administrative framework to address obstacles and blockages;
- Contribute to the mapping of Member States' capacities and their return-related needs;
- Development, implementation and management of return related projects as an operational manager or to contribute to these processes as a member of the 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 of the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct 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 related to the development of Frontex' support to Member States in pre-return activities as required by the line manager;
- Develop and maintain necessary business documentation.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge of and experience in return capacity building and return 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/military environment;

Personal skills & competencies required:

- Excellent communication skills in English, both verbally and in writing;
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