

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/09
Pooled Resources Unit/ Capacity Building Division)**

PROFILE: Pooled Resources Officer – Logistics Support to the field activities

Tasks and responsibilities related to this post/position:

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:

- Performing the day-to-day logistical and administrative management of the technical equipment leased and acquired by the Agency (vehicles, surveillance systems, mobile field offices, IT equipment, supplies, etc.);
- Supervising and monitoring the technical equipment deployment to the operational areas;
- Monitoring and evaluating the logistical processes implementation in the field;
- Administration and management of various contracts assigned to the Unit;
- Cooperating with the internal and external stakeholders, participating to the working groups, meetings, workshops;
- Providing regular reporting on project status.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge and proven professional experience in logistical management of technical equipment such as air fleet, vehicles, mobile offices, surveillance systems, IT equipment, supplies
- Knowledge of logistics management methods and tools;
- Excellent organizational, analytical and problem solving skills, ability to anticipate problems and to be proactive in solving them;
- Good drafting and reporting skills;
- Fluency in English, both written and spoken.

Assets:

- Experience in the operational border management activities
- Experience in stock, warehouse management;

Personal skills & competencies required:

- High level of flexibility and good organisational skills;
- Constructive, positive and service oriented attitude;
- Excellent communication and interpersonal skills and the ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders.

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/09
Pooled Resources Unit/ Capacity Building Division)**

PROFILE: Pooled Resources Officer

Tasks and responsibilities related to this post/position:

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:

- Support the coordination of the business area related to the pooling of operational resources (human and technical) made available by the Member States for deployment in Frontex coordinated activities, in the frame of Annual Bilateral Negotiations (ABN);
- Contribute to the data collection and information exchange from and with internal (operational units) and external stakeholders (Member States) in regard to operational resources needs and availability;
- Analyse internal and external documents/reports on the management of pooled resources and provide recommendations of cost efficiency of resources deployed to the head of unit and Frontex management;
- Contribute to the coordination of the activities related to launching rapid border interventions and testing, via exercises, the rapid reaction mechanism;
- Contribute to the development of processes, policies and procedures related to the management of pooled resources and rapid reaction capacity;
- Effective use of the Operational Resources Management System (OPERA) for managing the established operational resources pools and for preparing reports and analysis;
- Maintain an effective working cooperation with the Member States on pooling of resources in the frame of Pooled Resources Network.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge in the area of resource management related to the activities described above
- Professional experience in deploying operational resources (human and aerial, land and/or maritime assets)
- Sound background in data processing, analysing and reporting
- Extensive experience in working with large amounts of data
- Ability to use IT tools at a proficient level
- Proficient in using Microsoft Office applications especially MS Excel

Assets:

- Experience in managing national resources pools
- Experience in law enforcement operational activities
- Experience in cooperation with European public administration and familiarity with EU administrative working practices
- Education in the field of social science, statistics, data science, economics, human resources

Personal skills & competencies required:

- Excellent time management, organisation and co-ordination skills, ability to prioritise and work to deadlines under minimal supervision on multiple tasks
- Strong sense of initiative and responsibility
- Ability to work under pressure and respond to changes in a rapidly evolving work environment
- Excellent communication and interpersonal skills
- Ability to cooperate smoothly in a multicultural environment
- Good team working skills
- Ability to work efficiently in English (the working language of Frontex)