

SECONDED NATIONAL EXPERT - JOB PROFILE**Operational Officer (Sea Border Sector/ Joint Operations Unit/ Operations Division)****Tasks and responsibilities:**

- To participate in the process of overall planning and implementation of Sector/Unit activities in particular contributing to the fulfilment of objectives and tasks identified in Programme of Work;
- To contribute to programming of operational business and/by managing operational activities (joint operations, pilot projects, and other products/services) including identification of operational objectives, means and performance indicators to achieve those objectives, as well as identification of risks related to activities, monitoring of implementation and evaluation;
- To support the operational management of joint operations, monitoring human and technical resources deployed in operational activities (with particular focus on activities carried out in Hotspots), identify operational gaps and make recommendations for further actions;
- To prepare activity documentation, reports, situation assessments, letters, invitations to the Member States, briefing notes, written communications and responses to enquiries;
- To handle administrative duties related to the management of the operational activities;
- To organize meetings, workshops, seminars and network cooperation in the field of Sector/Unit activities;
- To lead and manage integrated teamwork in his/her area of responsibility;
- To follow latest developments, technologies, methods and practices in the field of Sector/Unit activities;
- To perform other tasks and responsibilities assigned by Heads of Sector/Unit.

Qualifications and experience required:**1) Professional****Essential:**

- at least 5 years professional experience in the law enforcement authority;
- good knowledge and experience in border control and surveillance activities;
- familiarity and relevant qualifications in all the stages of project management and related reporting procedures/obligations, including planning, implementation, monitoring and evaluation;
- practical skills in the organization of maritime operational activities including coordination of operational schedules and management of participating means and experts;
- proven experience in organizing meetings, workshops and seminars;
- proven experience in managing small teams;
- experience in preparing operational reports based on proper gathering and analysis of data;
- competent user of IT applications in general and Microsoft office applications (Word, Excel and Outlook) and the Internet;
- excellent command of English (at least B2 level).

Assets:

- completed law enforcement related education attested by diploma (i.e., Naval, Coast/Border Guard, Police Academies);
- practical maritime and/or pilot experience;
- experience in maritime technologies;
- expertise in the EU-funded or international cooperation projects;
- familiarity with the European public administration and EU administrative working practices.

Personal skills:

- good organizational and coordination skills including managing priorities, work under pressure and meet tight deadlines;
- high degree of commitment, responsibility, flexibility and initiative;
- excellent communication and interpersonal skills with the ability to work both independently and in a team;
- ability to cooperate smoothly in a multicultural environment.