

SECONDED NATIONAL EXPERT- JOB PROFILE
Operational Officer (Return Support Unit/Operations Division)

Tasks and responsibilities:

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

- Participation in and contribution to the process of planning and implementation of the overall Unit's activities in, in terms of pre-return assistance to Member States supporting the further development of return process and procedures and the acquisition of travel documents and the removal of third-country nationals illegally present in the Member States;
- Support the coordination of Member States' national identification processes for the acquisition and delivery of travel documents, including coordinating EU partner projects related to third countries' task forces, and European Return Liaison Officers;
- Support enhanced cooperation with consular services related to return activity;
- Facilitate cooperation between Member States and third countries;
- 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;
- 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 as required by the line manager;
- Develop and maintain necessary business documentation.

Qualifications and experience required:

1) Professional

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.

Assets:

- Experience in project management;
- Experience in working in a law enforcement/military environment;
- Experience in cooperation with EU Institutions and Member States/Migration or Law Enforcement authorities in field of readmissions and returns.

2) Personal

Essential:

- 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)