

**SECONDED NATIONAL EXPERT- JOB PROFILE****1 International Cooperation Officer****1 International Cooperation Officer (Coast Guard)/****(International and European Cooperation Unit/ Capacity Building Division )****Tasks and responsibilities:**

Under the supervision of the Head of International and European Cooperation Unit and working in close collaboration with other Frontex business entities, the jobholder will contribute to and provide support and coordination to the cooperation between Frontex and competent authorities of third countries, EU Agencies, EU Institutions and International Organisations regarding activities with those external partners. The cooperation with external partners is mainly based on bilateral working and cooperation arrangements.

Reporting to the Head of International and European Cooperation Unit the International Cooperation Officer will:

- Advise and support the relevant Frontex entities on the cooperation with competent authorities of third countries, EU Agencies, EU Institutions and International Organizations and other partners in the field of integrated border management, coast guarding and/or broader migration issues;
- Assist in building up, strengthening and maintaining an effective network of contacts with external partners;
- Draft working arrangements and cooperation plans and support the negotiations leading to agreements;
- Draft briefing and background notes, reports, terms of reference and other documents;
- Organize and participate in meetings, workshops, seminars in the related cooperation fields;
- Provide support to the deployment of Frontex Liaison Officers in Third Countries
- Ensure timely delivery of results and outputs in all project activities and timely delivery of reports according to EU requirements;
- Participate in fact finding, needs assessment or study visits to third countries or other partners;
- Where requested, support the preparation, the coordination and the implementation of EU funded projects/initiatives in close cooperation with the funding EU-Institution, relevant stakeholders and potential third country beneficiaries;
- Support the planning of new cooperation projects, including by drafting and monitoring cooperation agreements with the project partners;
- Ensure adequate coordination and information sharing, including reporting, with Frontex Units and external partners;
- Other duties as assigned by the Head of Unit, including in relating to Frontex Technical Assistance Projects in Third Countries.

**Specific for the International Cooperation Officer (Coast Guard)**

- Contribute to and promote understanding, best practises and development of maritime issues of importance and of common interest related to coast guard functions environment across borders and sectors, and to contribute to progress in the various coast guard activities;
- Advise in relation to coordinated and collective multipurpose response through cooperation and agreement to emerging and existing risks in the EU maritime domain;
- Establish contacts with relevant institutions and organizations at the international and/or European level.
- Support the preparation, planning, coordination and implementation of projects/initiatives in close cooperation with relevant stakeholders.

**Qualifications and experience required:**

**1) Professional**

**Essential:**

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

- professional experience and relevant qualifications in the areas mentioned in the job duties;
- practical knowledge and experience in relation to cooperation/working with third countries, EU agencies or institutions, and/or International Organizations;
- ability to establish and maintain close contacts with colleagues, senior government officials, donors, third countries' authorities and other strategic partners such as EU bodies and International Organisations;
- experience in working in a multicultural environment, preferably in an EU institution;
- strong analytical and outstanding report writing skills;
- excellent command of English, both spoken and written, at least on C1 level.

**Advantageous:**

- familiarity with the Project Management Cycle, rules for EU-funded projects on risk management, monitoring and evaluation and other relevant techniques and tools.

**2) Personal**

**Essential:**

- excellent time management, organization and co-ordination skills, ability to make sound decisions, prioritize and work to deadlines under minimal supervision on multiple tasks;
- strong communication, interpersonal and diplomatic skills with ability to communicate and liaise effectively, orally and in writing, at all levels within Agency and with external parties;
- ability to work pro-actively, independently and under pressure;
- strong sense of initiative and responsibility.
- constructive, positive and service oriented attitude;
- ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders.

For the International Cooperation Officer (Coast Guard):

- practical experience in the areas of Coast Guard functions (related to law enforcement, border control and border security) and as outlined above under tasks and responsibilities.