

SECONDED NATIONAL EXPERT- JOB PROFILE

CAPABILITY POOLING OFFICER

(CAPABILITY POOLS OFFICE/ CAPACITY BUILDING DIVISION)

Tasks and responsibilities related to this post/position:

Working in a matrix structure, the successfully candidate will contribute to a set of tasks across the three different areas listed below.

- Contribute to different parts of the capability pooling process (i.e. trained and equipped personnel) from Member States and Schengen Associated Countries (MS/SAC) as well as the Agency and delivering them in line with the operational needs:
 - Contributing to the translation of operational needs into capability requirements;
 - Support the organization and conduct of the Annual Bilateral Negotiations and relevant procedures;
 - Assisting on the management of the European Border and Coast Guard return monitor pools;
 - Preparation of the necessary Management Board decisions;
 - Contributing to the establishment and management of capability products and processes;
 - Managing stakeholder interests and facilitating communication between the Agency and MS/SAC;
 - Provide programming support to the strengthening of the rapid reaction capacity;
 - Contribute to reporting on the implementation of the process;
 - Contribute to the evaluation of the process and procedure in order to implement improvement measures;
 - Inspects, assists and monitors availability for deployment of operational capabilities in order to cater to the needs of operational activities;
 - Ensures business continuity and pro-actively participates in planning, scheduling and assisting day-to-day functions.
- Contribute or support the development of:
 - Capability concepts and requirements;
 - Processes associated with capability development and delivery;
 - Future border management related scenarios and implementation of associated simulations and exercises.
- Contribute or support the further development of European Integrated Border Management in the context of:
 - Revising the Technical and Operational European Integrated Border Management Strategy;
 - Promoting European Integrated Border Management;
 - Developing tools to support the implementation of European Integrated Border Management.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Good understanding of Frontex operational environment and its regulatory framework
- Solid experience in stakeholder management and in planning based on forecasted needs
- Successful track record in managing resources for border management and return related activities
- Experience in working with large quantities of data
- Experience on drafting progress reports with statistics

Assets:

- 1 year or more experience from having worked within the framework of the National Frontex Point of Contact
- Experience from having worked with software systems to manage resources such as Opera 2.0, Opera Evolution and ABNet
- Good understanding of operational planning and implementation as well as experience from having been deployed in operational activities.
- Good understanding of Integrated Border Management
- Good understanding of the concept of capabilities in (, e.g. the framework of border management, law enforcement, defence, space etc.)

Personal skills & competencies required:

- Excellent time management, organisation and co-ordination skills, ability to prioritise and work under pressure in a rapidly evolving working environment
- Excellent analytical and problem-solving skills
- Excellent interpersonal skills with strong sense of initiative and responsibility
- Ability to work independently and lead the area of responsibility effectively
- Excellent presentation and writing skills in English
- Impeccable work ethics and integrity