

SECONDED NATIONAL EXPERT- JOB PROFILE

LOGISTICS OFFICER

(POOLED RESOURCES UNIT/ CAPACITY BUILDING DIVISION)

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 these positions are:

- provide the necessary expertise in the technical area of the unit: acquisition and management of heavy and light equipment for the logistics support of Frontex operations;
- develop, prepare, co-ordinate and monitor overall logistic plans including logistical forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs;
- identify the needs of goods and/or services specifically needed for the logistics support of Frontex operations and technically define the appropriate requirements of the means required to cover these needs;
- logistical and administrative management of technical equipment leased and acquired by the Agency (vehicles, surveillance systems, mobile field offices, IT equipment, supplies, etc.);
- support the administration and management of various contracts (Framework Contracts and Specific Contracts);
- cooperate with the internal and external stakeholders, participate to working groups, meetings, workshops;
- provide regular reporting on projects' status.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge and proven professional experience in at least one of the following areas of qualifications:
 - Aeronautical, Mechanical, Transport, Naval or Electronic engineering;
 - logistics and through-life management of technical equipment such as air fleet, vehicles, mobile offices, surveillance systems, IT equipment;
 - supply chain management
- Proven experience in planning and execution of work plans and reports with ability to coordinate, prioritize, make decisions, implement and follow-up
- Knowledge of public procurement and contract management
- Good drafting and reporting skills
- Fluency in English, both spoken and written
- Excellent analytical skills

Assets:

- Experience in law enforcement operational management activities or similar, like defense/ security operations
- Experience in at least one of the following areas: public procurement and contract management, stock and/or warehouse management
- Work experience in an international environment

Personal skills & competencies required:

- Strong sense of initiative and responsibility
- Excellent communication and interpersonal skills and the ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders
- Excellent organizational, analytical and problem solving skills, ability to anticipate problems and to be proactive in solving them