

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert (Return Division)

Tasks and responsibilities:

The Return Division consists of 3 Units, the Pre-Return Unit (PRE), the Return Operations and Voluntary Return Unit (RVR) and the Post-Return Unit (POST).

Pre-Return Unit (PRE) consists of two sectors:

- International Cooperation for Returns Sector (INTCOR)
- Return Facilities Sector (RETFAS)

Return Operations and Voluntary Return Unit (RVR) consists of two sectors:

- Planning and Evaluation Sector (REPES)
- Return Operations Sector (ROS)

Post- Return Unit consists of two sectors:

- Reintegration Assistance Sector (RIAS)
- Counselling and Reintegration Support Sector (CRS)

This recruitment aims at filling few posts of Seconded National Expert: 3 in the Pre-Return Unit, 1 in Return Operations and Voluntary Return Unit as well as 1 in Post-Return Unit. Additionally, suitable candidates may be placed on reserve list for future possible vacancies in the future.

Tasks and responsibilities in Pre-Return Unit (PRE):

Recruited Seconded National Experts will report to the Head of Sector International Cooperation for Return in Pre-Return Unit.

The main specific duties of the Seconded National Expert are:

- To support the coordination and organisation of pre-return activities, including:
- Identification of Member States' needs;
- Communication with Member States and third countries;
- Participation in pre-return activities as Frontex representative;
- Reporting and evaluation;
- To identify and carry out the pooling of good practices in pre-return activities;
- To support the development, planning, coordination and implementation of pre-return assistance activities, including:
- Activities focused on streamlining Member States activities and procedures in the area of pre-return activities, including cooperation with third countries;
- Capacity building activities in relation to Member States and third countries in the area of return, according to instructions provided by the Unit's management;
- To develop, implement, manage or support return-related projects;
- To support or carry out administration of IT systems supporting return related activities and processes;

- To prepare reports, inputs, statistics, briefing notes, responses to external enquiries and other written input as required with respect to the scope of the team, sector or unit's activity;
- To monitor the correct implementation of assigned activities, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- To promote good practices and knowledge-sharing in the field of return;
- To organize meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- To contribute to the process of planning and implementation of the Unit's activities, in particular, in terms of operational assistance to Member States;
- To support other activities undertaken by the team;

Secondary tasks

- Perform any other task as required by the line manager;
- Develop, maintain and store necessary business documentation.

Travel to locations outside of Frontex headquarters might be required.

Tasks and responsibilities in Return Operations and Voluntary Return Unit (RVR):

Recruited Seconded National Experts will report to the Return Planning and Evaluation Head of Sector in RVR Unit.

The main specific duties of the Seconded National Expert are:

- To support the development of operational plans, and also the review of return related legal and policy documents,
- To support the evaluation of the results of return operations and voluntary returns as well as the evaluation of FRESO activities.
- To prepare reports, inputs, statistics, briefing notes, responses to external/internal enquiries and other written input as required with respect to the scope of the team, sector or unit's activity;
- To contribute to the running of the daily information and knowledge management for the Return Operations and Voluntary Returns Unit;
- To support the management of PAD requests (Public Access to Documents) requests for the Unit;
- To develop, implement, manage or support return-related projects;
- To support or carry out administration of IT systems supporting return related activities and processes;
- To monitor the correct implementation of assigned activities, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- To identify and carry out the pooling of good practices in return activities;
- To promote good practices and knowledge-sharing in the field of return;
- To organize meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- To contribute to the process of planning and implementation of the Unit's activities;
- To support other activities undertaken by the Sectors;

Secondary tasks

- Perform any other task as required by the line manager;
- Develop, maintain and store necessary business documentation;

Temporary travel to locations outside of Frontex headquarters might be required.

Tasks and responsibilities in Post-Return Unit (POST):

Recruited Seconded National Expert will report to the Reintegration Assistance Head of Sector in POST Unit.

The main specific duties of the Seconded National Expert are:

- To support the implementation of the EU Reintegration Programme, including the EURP Support Desk,
- To support the monitoring and evaluation activities for the EU Reintegration Programme where relevant;
- To support trainings related to EURP and return counselling, the latter when requested upon agreement between the Head of CRS sector and head of RIAS sector,
- To prepare reports, inputs, statistics, briefing notes, responses to external/internal enquiries and other written input as required with respect to the scope of the team, sector or unit's activity;
- To contribute to the running of the daily information and knowledge management for Post-Return Unit;
- To support the management of PAD requests (Public Access to Documents) requests for the Unit;
- To develop, implement, manage or support return-related projects, as requested;
- To support or carry out administration of IT systems supporting return related activities and processes;
- To monitor the correct implementation of assigned activities, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- To identify and carry out the pooling of good practices in return activities;
- To promote good practices and knowledge-sharing in the field of return;
- To organize meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- To contribute to the process of planning and implementation of the Unit's activities;
- To support other activities undertaken by the Sector;

Secondary tasks

- Perform any other task as required by the line manager;
- Develop, maintain and store necessary business documentation;

Temporary travel to locations outside of Frontex headquarters might be required.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Good knowledge of the EU legal framework on pre-return / return activities as well as legislation related to Frontex and of the functioning of EU institutions and bodies
- At least 3 years of proven full-time professional experience in duties related to the tasks outlined in the job description
- Proven experience and knowledge in the field of activities outlined in the job description performed at European, regional or national level
- Good knowledge and experience of any return-related activities and their practical implementation and management

Assets:

- Experience in cooperation and negotiations with EU institutions, Member States, Schengen Associated Countries, third countries and other authorities
- Completion of national and/or EU pre-return, return or post-return and reintegration related trainings
- Experience in carrying out administrative duties and processes related to daily office activities
- Experience in working in multicultural environment

Personal skills & competencies required:

- Excellent drafting, editing and communication (including presentation) skills in English
- Ability to prioritize and work to deadlines under minimal supervision, under pressure in relation to demanding tasks and heavy workload, in possible crisis situations, and under time constraints
- Very high level of constructive, positive and service oriented attitude
- High level of commitment, initiative and creativity (ability to propose solutions and actively tackle upcoming tasks and challenges)
- Strong interpersonal skills in liaising with internal and external stakeholders, actively searching and gaining information
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook)

Assets:

- Readiness to travel on Frontex business (depending on needs)
- Readiness to perform standby duty (depending on needs)