

SECONDED NATIONAL EXPERT- JOB PROFILE

Senior Advisor in Development Management/Training (Task Force "Deployment Management")

Tasks and responsibilities:

Reporting to the Head of TF DEPLOY, main duties related to this post are:

- assisting, advising and supporting the Head of TF Deploy in developing and implementing Frontex strategy in the respective areas of responsibility;
- supporting the coordination of the performance management of the SC;
- facilitate and contribute to the SC career and personal development of all categories of staff;
- coordinating the implementation of training activities dedicated to the relevant teams and/or profiles;
- supporting the coordination of the planning, implementation, timely delivery, quality output of services in view of career development and operational competence;
- developing and maintaining business workflows within the area of responsibility;
- providing regular updates and reports on the activities of the TF;
- contributing to programming documents as well as internal policies, guidelines and best practices for the continuous improvement of performance in the area of responsibility;
- taking on additional responsibilities as required in the interest of the service.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 2 years of proven professional experience in career development or training department in HQ or at least Regional Unit
- Sound experience with the management of the career development or training in law-enforcement organisations
- Good understanding of the EU context and of the interaction between national administrations and EU institutions

Assets:

- Previous experience in deployment management or own deployment experiences (with Frontex or other international organisations)

Personal skills & competencies required:

- Demonstrated ability to remain effective under heavy workload and to meet deadlines consistently regardless of change in the working environment
- Strong organisational and coordination skills combined with capacity to analyse, identify and prioritise needs, objectives

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- Strong sense of initiative, responsibility and commitment, a customer service and support-oriented work ethic
- Ability to work under pressure by coordinating and delivering expected results, including the ability to cope with stress related to demanding and multiple tasks, heavy workload, time pressure and tight deadlines in a rapidly evolving work environment
- Strong presentation, interpersonal and communication skills in English (ability to communicate clearly and precisely to different audiences both orally and in writing)
- Able to relate with people of different national, cultural and professional backgrounds whilst maintaining impartiality and objectivity

Warsaw, 17/05/2021

Our ref: CGO/HRS/JOPO/4593/954/2021

To the all NFPoCs

Call for SNEs - Seconded National Expert in Task Force "Deployment Management" at Frontex

Dear Sir/Madame,

I would like to ask you for assistance in selecting a qualified National Expert (SNE) that could be seconded to Frontex by considering your personnel to be proposed for an SNE post of the following profile:

Post Title	Senior Advisor in Development Management / Training
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- Number of the procedure: SNE/2021/07
- Deadline for applications: 22 June 2021
- Proposed date of starting the secondment: as soon as possible
- Place of secondment: Warsaw, Poland
- Length of secondment: three years and it may be renewed if it is justified in the interest of Frontex
- Level security clearance: at least at the **EU CONFIDENTIAL (CONFIDENTIEL UE)** level; copy should be provided together with the application form

The secondment is governed by the Management Board Decision 12/2017 of 30 March 2017 on secondment of national experts to Frontex and decision of the Executive Director of Frontex of 30 November 2016 establishing the different levels of security clearance for posts in Frontex.

The applications should be submitted via the Permanent Representation Offices using the Specific Application Form annexed to this letter.

Please kindly inform the SNE's employer about the obligations towards the person throughout the period of secondment in accordance with article 1(1) of the SNE rules. Please note that only applicants shortlisted for the interview/competency test will be notified about the outcomes. The status of the recruitment procedure is to be found on Frontex website.

Please accept my highest considerations,
Yours sincerely,



Fabrice Leggeri
Executive Director

Annex 1: SNE job profile

Annex 2: Specific Application Form

Annex 3: Decision of the Management Board of 30 March 2017 laying down the rules on the secondment of the National Experts to Frontex

Annex 4: Decision of the Executive Director on the levels for security clearance for Frontex posts

Annex 5: form 1A - Employer authorization for Seconded National Expert candidate