

**SECONDED NATIONAL EXPERT- JOB PROFILE**  
**Senior Duty Officer- 3 posts**  
**(Frontex Situation Centre)**

**Tasks and responsibilities:**

Reporting to the Head of Unit the main duties related to this post are:

The position is part of Senior Duty Officer (SDO) Team dealing with daily monitoring of the situation relating to the irregular migration and cross-border crime, including related search and rescue activities. The Senior Duty Officer is foreseen to work in a shift rotation, based on a 24/7 rota (including nights, weekends and bank holidays).

**Primary tasks**

- Carry out daily situation and crisis monitoring tasks, using all available information sources;
- Carry out open source and media monitoring activities in support of operational situation monitoring;
- To develop enhanced European situational awareness by adopting a proactive, investigative approach to information gathering and assessment.
- In line with applicable procedure, communicate or escalate events/incidents/questions etc. to competent authorities/Frontex units/senior management;
- To produce and disseminate documents and reports related to the FSC SDO service;
- To participate in operational meetings and present the current operational situation on a regular (e.g. briefings) as well as ad hoc basis (e.g. visits).

**Secondary tasks**

- Maintain and develop procedures, guidelines and other business documentation;
- Support to projects in order to further develop and maintain the SDO service activities;
- Perform any other task in the area of competence.

**Qualifications and experience required:**

**1) Professional**

**Essential:**

- Experience and sound skills in situation monitoring;
- Experience in information management;
- Experience/high skills in preparing and drafting situation monitoring products/reports;
- Experience/high skills in drafting and implementation of procedures and processes;
- Experience/skills in using dedicated IT tools/systems for information exchange and situation monitoring;
- Skills in media monitoring/preparing reports using media-based information;
- Ability to prepare statistical information based on available sources;
- Experience / high skills in Microsoft Office (Excel, PPT, Word, Outlook)
- Experience in international cooperation;

**Assets:**

- Knowledge of the EU legal framework, including relating to border management;
- Experience in maritime activities or maritime monitoring, including search and rescue;
- Experience in work in a Situation Centre or a similar structure;
- Familiarity with IT tools used by Frontex, such as JORA, FOSS, Eurosur Fusion Services.

## **2) Personal**

### **Essential:**

- Very good communication skills in English, both verbally and in writing;
- Strong analytical skills;
- High level of responsibility and strong decision making skills
- High level of initiative and creativity;
- Very high level of commitment, positive and service oriented attitude;
- Excellent problem solving skills;
- Ability to organize and manage heavy workloads;
- Ability to cooperate with good team spirit with colleagues from different cultural/professional backgrounds;
- Willingness to work on a 24/7 based shift system.