

**SECONDED NATIONAL EXPERT- JOB PROFILE**  
**International Cooperation Officer**  
**International and European Cooperation Unit**

The role of the International and European Cooperation Unit is to develop and maintain structured institutional relations with the Agency's external partners, in order to facilitate the Agency's operational activities. The Unit contributes to ensuring coherence of the Agency's external engagement and provides expertise and support to the Executive Management. It develops and supports the networks of Frontex Liaison Officers (FLO) in the EU Member States and third countries, and implements targeted activities, such as technical assistance projects in third countries.

The main tasks of the Unit are:

- a) Developing and maintaining structured cooperation frameworks with the Agency's external partners, including the relevant EU entities, third countries and international organisations;
- b) Enabling and facilitating operational engagement with the Agency's partners carried out by other business entities;
- c) Planning and carrying out targeted activities in third countries, such as Commission funded technical assistance projects;
- d) Supporting the further development and implementation of the networks of FLOs in the EU Member States and third countries;
- e) Contributing to ensuring coherence of the Agency's engagement with its external partners;
- f) Providing advice and support to the Executive Management in relation to its strategic level engagement with Frontex external partners, in close cooperation with the Cabinet.

**Tasks and responsibilities:**

Reporting to the Head of International and European Cooperation Unit and working in close collaboration with other Frontex business entities, the jobholder will be responsible for the following tasks:

- Coordinating activities in relation to the further development and implementation of the Agency's Liaison Officers networks in third countries, EU Member States or other EU entities as a part of the Back-office function;
- Supporting cooperation between Frontex and competent authorities of third countries, EU Member States, EU Agencies, EU Institutions and CSDP missions as well as International Organisations;
- Guiding and supporting the work of Frontex Liaison Officers in third countries and EU Member States, in liaison with other Frontex business entities; and ensure appropriate follow-up to their activities and requests in the Headquarters;
- Initiating, negotiating, monitoring and supporting the implementation of the Agency's legal frameworks for the deployment of Frontex Liaison Officers with the relevant partners, among them with the European External Action Service and CSDP missions in relation to the deployment of the Agency's Liaison Officers to third countries;

- Drafting briefing and background notes, reports, terms of reference and other documents;
- Organizing meetings, workshops, seminars and other events in relation to the work of the Liaison officers networks;
- Participating in fact finding missions, needs assessments or study visits to Member States, third countries or other partners;
- Performing other duties as assigned by the Head of Unit.

**Professional qualifications, competencies and experience required:**

**Essential:**

- professional experience and relevant qualifications in the areas mentioned in the job duties;
- practical knowledge and experience in relation to cooperation/working with third countries, EU agencies or institutions, and/or International Organizations;
- ability to establish and maintain close contacts with colleagues, senior government officials, donors, third countries' authorities and other strategic partners such as EU bodies and International Organisations;
- experience in working in a multicultural environment, preferably in an EU institution and in relation to the field of security;
- strong analytical and outstanding report writing skills;
- excellent command of English, both spoken and written, at least on C1 level.

**Assets:**

- police or law enforcement background;
- experience as an SNE/ being a Liaison Officer/or having worked in a Liaison officer back office.

**Personal skills & competencies required:**

- excellent time management, organization and co-ordination skills, ability to make sound decisions, prioritize and work to deadlines under minimal supervision on multiple tasks;
- strong communication, interpersonal and diplomatic skills with ability to communicate and liaise effectively, orally and in writing, at all levels within Agency and with external parties;
- ability to work pro-actively, independently and under pressure;
- strong sense of initiative and responsibility;
- constructive, positive and service oriented attitude and ability to cooperate smoothly in a multicultural environment.