

SECONDED NATIONAL EXPERT- JOB PROFILE

Advanced Level Document Officer/Operational Support (Centre of Excellence for Combatting Document Fraud)

The Centre of Excellence for Combatting Document Fraud

The Centre of Excellence for Combatting Document Fraud is an entity within the Operational Response Division. It provides support to the competent Member State and third country authorities in the detection of false documents and manages the FADO system. It addresses the related activities and enhances the efficiency of document and identity control, which lay at the core business of border checks. The Centre:

- Ensures the strategic positioning of the Agency in Europe and at international level in document and identity control, guaranteeing that its activities are recognised and developed coherently within the global and European policy environment. In this field, policy stakeholders benefit from the expertise and wide knowledge of the Agency in the application of the related Union measures.
- Leads a portfolio of projects for developing interoperable products, systems and services for document and identity control, enabling the support to operations, managing at the same time technical activities on documents and ensuring compliance with standards.
- Manages operational products and services enhancing the Agency's operational response to document and identity fraud at the external air, land and sea borders of the European Union. Ultimately, the Centre will provide permanent support on document checks.

Tasks and responsibilities:

Reporting to his Team Leader and under the supervision of the respective Head of Sector/Unit the main duties will be:

- Providing the hierarchical line managers and other Centre's staff with operational expertise, promoting cooperation and knowledge sharing within the Agency.
- Providing expert support on document and identity checks in field activities, such as participation in the activities of the Frontex Document Fraud Team, and by supporting Frontex Joint Operations, Joint Action Days, national operations, INTERPOL activities, briefings and debriefings, etc.
- Preparing and revising operational modules for control on document and identity and/or means of transportation.
- Following the latest developments, technologies, methods and practices with specific reference to travel and identity documents and/or means of transportation, including the related frauds.
- Contribute to the activities of the Centre of Excellence for Combatting Document fraud by supporting other internal Frontex entities dealing with document and identity control (e.g. European Document Fraud network, return assistance activities, third country assistance projects, harmonisation activities, road shows, consular staff training,

Advanced Level Document Officer courses final assessment, vulnerability assessment simulations, and others).

- Operate the Frontex Forgery Desk and the future 24/7 Help Desk.
- Supporting team work while preserving positive and constructive behavior within the Agency.
- Perform other tasks requested by the management in the field of activities pertaining to the Centre of Excellence for Combatting Document Fraud.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 5-year experience related to the tasks and responsibilities for the post (forensics or Advanced Level Document Officer), including at least 2 year experience in supporting directly/indirectly border control officers in the same matter.
- Have adequate knowledge of the English language, both spoken and written (minimum CEFR level B2 or equivalent).
- Knowledge of primary and advanced level security features (covert and overt) in substrates, inks and personalization components (bio-data) of travel documents.
- Experience in using document and identity information systems.
- Knowledge of different types of document fraud and related modi operandi and sound forgery detection skills, including the ability to communicate possible threats and risks to security features of documents (e.g. document alerts).
- Knowledge of biometrics or electronic or digital components of travel documents.
- Good level of knowledge of Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access.

Assets:

- Knowledge of the physics of light (theory of colour, light and optics).
- Knowledge of innovations in authentic identity and security documents.
- Knowledge of the identity chain, particularly with regard to the issuing systems for security documents (registration of identity, issuance of documents, document production and document control).

Personal skills & competencies required:

- Time management and ability to relate with people of different cultural and professional background whilst maintaining impartiality and objectivity.
- Apply methodical approaches with ability to proceed gradually and in a systematic manner.
- Ability to respect the specific confidentiality requirements and the sensitivity connected to the specific tasks of his job.
- Ability to work in team and independently as well as under pressure whilst keeping quality in task execution.