

## SECONDED NATIONAL EXPERT- JOB PROFILE

Business Support Officer in the area of documents and identity control  
(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 **in the area of document and identity control** will be:

- Following policy development and implementation.
- Contributing to build and maintain effective working relationships with the internal and external stakeholders, supporting the Agency's strategic positioning at the European Union and at international level.
- Preparing briefing notes, presentations and other documents concerning the work of his/her team/sector/unit.
- Ensuring recognition of the technical and operational activities of the Agency and the Centre of Excellence for Combatting Document Fraud, particularly engaging with third parties and organizing the participation in key events.
- Identifying and analysing business challenges and business opportunities, making proposal for risk mitigation.
- Work with the Frontex Document Fraud Coordinator within the Agency's responsibilities on the EU Policy Cycle – EMPACT regarding the cross-cutting priority on Document Fraud.

- Supporting the management of the High-Level Round Table on Document and Identity Control and of the Expert Group in Document Control (EXP –DOC Group).
- Supporting team work by sharing personal professional knowledge and know-how within the Centre, 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, including at least 2 year of experience in the area of documents and identity control.
- Bachelor's degree or at least additional 5-year experience in addition to the minimum required mentioned above.
- Have adequate knowledge of the English language, both spoken and written (CEFR level B2 or equivalent).
- Good verbal and written communication skills, including facilitation of group presentations.
- Expertise in establishing and developing interagency cooperation including liaison and partnership.
- Basic understanding of the document and identity policies and industry, with the ability to become a subject matter expert on the job.
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access.

#### **Assets:**

- Have received relevant training for those duties, including training on EU and international law, in particular on the Schengen Border Code, on how to apply fundamental rights in practice and on access to international protection.
- Experience in working with international organisations or working groups (ICAO, Council of the EU or EU Commission) in law enforcement cooperation, border management or document security and control.
- 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).
- Basic knowledge of intelligence concepts and processes related to border control (e.g. the routes and destinations of irregular migrants, types of checks implemented at and between border crossing points, etc.).
- Knowledge about the European public administration environment (in particular with the budgetary process).

**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.