

SECONDED NATIONAL EXPERT- JOB PROFILE

Senior Duty Officer (Frontex Situation Centre)

Tasks and responsibilities related to this post:

Reporting to the Head of Unit and under the supervision of the respective Head of Sector the main duties related to these positions are:

- To carry out situation monitoring tasks, using all available sources (such as Eurosur Fusion Services);
- To conduct extensive open source and media monitoring activities;
- To support the crisis management activities of the Agency;
- To develop enhanced situational awareness by adopting a proactive approach to information gathering and assessment;
- To communicate and report events/incidents/requests to competent authorities and Frontex Units/Entities, in line with the applicable procedures;
- To produce and disseminate reports and documents, relating to the service of the Monitoring Hub;
- To organize and participate in meetings, presenting the current situational picture in regular briefings or on ad hoc basis;
- To carry out information exchange through regular communication channels and via restricted network;
- To develop procedures, guidelines and other business documentation;
- To support project management in relation to the activities of the Sector;
- To perform any other task within the area of competence including administrative and supporting tasks.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 3 years' experience in media monitoring/open source intelligence activities possibly in Operational/Situation Centre
- At least 3 years' experience in risk analysis or situation monitoring activities
- At least 3 years' experience in activities related to information exchange and handling of sensitive information
- At least 3 years' experience in drafting situation monitoring products/reports by compiling different sources of information and developing business documentation including processes
- Willingness and readiness to work in both regular office hours and irregular hours in a 24/7 shift pattern based on the needs of the Sector including weekends and public holidays

Assets:

- Experience in working in international environment
- Experience in crisis management related activities
- Experience in information and data management applications (like JORA, EUROSUR, FOSS, SAS), restricted networks/applications (e.g. SIENA) and encryption/decryption tools

Personal skills & competencies required:

- Excellent communication skills in English, both verbally and in writing
- Strong analytical and problem-solving skills
- Ability to organize and manage work, including the ability to cope with stress in relation to demanding tasks, heavy workload and time pressure
- Very high level of commitment, constructive, positive and service oriented attitude and ability to generate good team spirit