

SECONDED NATIONAL EXPERT- JOB PROFILE

Senior Advisor in Development Management/Training

(Task Force “Deployment Management”)

Tasks and responsibilities:

Reporting to the Head of TF DEPLOY, main duties related to this post are:

- assisting, advising and supporting the Head of TF Deploy in developing and implementing Frontex strategy in the respective areas of responsibility;
- supporting the coordination of the performance management of the SC;
- facilitate and contribute to the SC career and personal development of all categories of staff;
- coordinating the implementation of training activities dedicated to the relevant teams and/or profiles;
- supporting the coordination of the planning, implementation, timely delivery, quality output of services in view of career development and operational competence;
- developing and maintaining business workflows within the area of responsibility;
- providing regular updates and reports on the activities of the TF;
- contributing to programming documents as well as internal policies, guidelines and best practices for the continuous improvement of performance in the area of responsibility;
- taking on additional responsibilities as required in the interest of the service.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- At least 2 years of proven professional experience in career development or training department in HQ or at least Regional Unit
- Sound experience with the management of the career development or training in law-enforcement organisations
- Good understanding of the EU context and of the interaction between national administrations and EU institutions

Assets:

- Previous experience in deployment management or own deployment experiences (with Frontex or other international organisations)

Personal skills & competencies required:

- Demonstrated ability to remain effective under heavy workload and to meet deadlines consistently regardless of change in the working environment
- Strong organisational and coordination skills combined with capacity to analyse, identify and prioritise needs, objectives

- Strong sense of initiative, responsibility and commitment, a customer service and support-oriented work ethic
- Ability to work under pressure by coordinating and delivering expected results, including the ability to cope with stress related to demanding and multiple tasks, heavy workload, time pressure and tight deadlines in a rapidly evolving work environment
- Strong presentation, interpersonal and communication skills in English (ability to communicate clearly and precisely to different audiences both orally and in writing)
- Able to relate with people of different national, cultural and professional backgrounds whilst maintaining impartiality and objectivity