

SECONDED NATIONAL EXPERT- JOB PROFILE

International Cooperation Officer

(International Cooperation Unit/ International and European Cooperation Division)

Tasks and responsibilities related to this post:

Under the supervision of respective team leader and reporting to the Head of International Cooperation Unit, the jobholder will be responsible for the following tasks:

- Developing dialogue and cooperation with the Agency's external partners in third countries, in close coordination with EU Member States, EU institutional partners and international organisations.
- Negotiating instruments for structured cooperation, such as Frontex working arrangement, Cooperation plans, MoUs and other.
- Conceptualising and implementing activities in the area of assignment, including technical assistance and capacity building in third countries.
- Organising international conferences, visits, high level meetings, seminars and other cooperation events.
- Analysing policy developments in the areas of Frontex mandate at EU, international and national levels.
- Drafting policy briefs, papers, briefing notes for Executive and Senior Management and other written contributions in the areas of migration, security and border management.
- Representing the Agency in expert meetings, workshops and other fora.
- Performing other tasks assigned by the Head of Unit or direct supervisor.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Professional experience and expertise in the areas mentioned in the job duties
- Ability to establish and maintain excellent contacts with senior officials in EU institutions and agencies, third country authorities and other partners
- Knowledge of EU and/or international institutional and policy environment in the area of justice and home affairs
- Excellent analytical and problem-solving skills
- Solid administrative skills, preferably in an EU institutional system
- Outstanding report drafting and writing skills

Assets:

- Working knowledge of other languages used by third countries neighbouring the EU, particularly French or Arabic at least at the level of B2
- Experience in developing cooperation initiatives in Africa and Middle East

Personal skills & competencies required:

- Excellent time management, organisation and coordination skills, including the ability to prioritise and make sound decisions under time pressure and with minimal supervision
- Excellent presentation, interpersonal and communication skills in English (ability to communicate clearly and precisely to different audiences both orally and in writing)
- Strong sense of initiative, responsibility and integrity, as well as constructive, positive and service-oriented attitude
- Ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders