

**SECONDED NATIONAL EXPERT- JOB PROFILE**

**Pooled Resources Project Officer**

**Pooled Resources Unit, Capacity Building Division**

**Tasks and responsibilities:**

Reporting to the Head of Unit (and under the supervision of the respective Head of Sector), the main duties related to this post are:

- Implement projects and carrying out activities especially in the field of information and communication technologies (ICT) in management of operational resources;
- Support the involvement of key stakeholders, including the Member States' representatives, in ICT project developments;
- Coordinate the preparation work for project events and meetings;
- Provide support to all users of the Pooled Resources Unit informatics platform;
- Compile and produce appropriate reports and presentations to different audiences;
- Contribute to the development of processes, policies and procedures related to the usage of the Pooled Resources Unit informatics platform;
- Effective use of the Pooled Resources Unit ICT platform for managing the established operational resources pools and for preparing reports and analysis;
- Maintain an effective working cooperation with the Member States on pooling of resources in the frame of Pooled Resources Network.

**Professional qualifications, competencies and experience required:**

**Essential:**

- Professional experience in ICT-enabled projects including procurement, implementation, reporting and ability to coordinate the delivery of work packages;
- Proven experience in ICT project management support;
- Education in ICT Technologies and Engineering.

**Assets:**

- Experience and/or certification in PRINCE2 or similar methodologies;
- Experience with European public administration and familiarity with EU administrative working practices (not mandatory but preferable).

**Personal skills & competencies required:**

- Excellent time management, organisation and co-ordination skills, ability to prioritise and keep deadlines while working under minimal supervision on multiple tasks;
- Strong sense of initiative and responsibility;
- Ability to work under pressure and respond to changes in a rapidly evolving work environment;
- Excellent communication and interpersonal skills;
- Good team working skills;
- Ability to work efficiently in English (the working language of Frontex).