

SECONDED NATIONAL EXPERT- JOB PROFILE

Logistic Officer

Pooled Resources Unit/ Acquisition and Through-Life Management Sector

Capacity Building Division

(short-term secondment)

The Capacity Building Division (CBD) operates in line with the mandate of Frontex and contributes to security of the EU external borders by managing pooled human and technical resources, providing training and contributing to border management-related research and innovation activities. It develops harmonised standards at the European level to ensure interoperable border management capacities, monitors and helps implement new technologies for technical equipment, trains border and coast guard officers as well as other relevant staff. The Capacity Building Division also provides technical support to the European Commission in its respective areas of responsibility, such as the implementation of research programmes delegated by the European Commission to the Agency which are aimed at technologies related to border control and surveillance. Moreover, the Division is involved in the sharing of best practices with non-EU countries and international organisations. Activities are conducted in close cooperation with other EU agencies in the field of Justice and Home Affairs.

The Capacity Building Division is structured around three Units: Pooled Resources, Training, Research and Innovation.

POOLED RESOURCES UNIT

One of the three main areas of activity for the Capacity Building Division is handled by the Pooled Resources Unit (PRU). The Unit is responsible for ensuring the availability of border management capabilities for timely and safe deployment to the operational activities of the Agency. Technical equipment and human resources are pooled from Member States (MS) and Schengen Associated Countries (SAC). With the ambition of gradually becoming the main capability provider of the Agency's operational activities, PRU is further developing the Agency's ability to acquire, manage and deploy its own fleet of technical equipment. In preparation of acquiring equipment, plans are established balancing short and long term capability needs. Once the capabilities are deployed in operations, the Unit is responsible for the logistic support as well as for ensuring adequate safety and health conditions.

Acquisition and Through-Life Management Sector

While at present the bulk of technical equipment used by Frontex is supplied by Member States and Schengen Associated Countries, these roles are due to be gradually reversed. The Acquisition and Through-Life Management Sector is currently further developing its capacity to acquire and lease technical equipment. Currently the acquisition portfolio includes framework contracts for aerial surveillance services, leasing of patrol cars, chartering aircrafts for return operations as well as hand-held equipment such as night vision goggles and binoculars, thermal cameras, heartbeat detectors and carbon dioxide detectors. Under preparation is the acquisition of vehicles for migration management, mobile surveillance systems, sanitary supplies and language services. At the heart of acquisition is the management of requirements, managing trade-offs between cost and benefit. Equally, logistics is critical to ensure timely deployment. Efforts are therefore already being made to secure the necessary infrastructure and services for fleet management, registration, insurance, inventory management, storage, transport, refuelling and maintenance.

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 to:

- Provide the necessary expertise in the technical area of the unit: acquisition and management of heavy and light equipment for the logistics support of Frontex operations;
- Prepare and provide technical and regulatory advice for preparing Terms of Reference and Technical Specifications produced by PRU to be submitted for the procurement process for acquisition of Frontex own equipment;
- Develop standards and standard operation procedures related to the supply chain management supporting Frontex operations;
- Perform day-to-day logistical and administrative management of the technical equipment leased and acquired by the Agency (e.g. vehicles, air and naval fleet, surveillance systems, mobile field offices, IT equipment, supplies, etc.);
- Supervise and monitor the logistical processes and technical equipment deployed to the operational areas;
- Support the administration and management of contracts assigned to the Unit;
- Under guidance of PRU staff to cooperate with the internal and external stakeholders, participating to the working groups, meetings, workshops;
- Provide regular reporting on projects' status.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge and proven professional experience in at least one of the following areas of qualifications:
 - Aeronautical, Mechanical, Transport, Naval or Electronic engineering;
 - logistics and through-life management of technical equipment such as air fleet, vehicles, mobile offices, surveillance systems, IT equipment;
 - supply chain management;
- Experience in drafting Technical Specifications;
- Excellent organizational, analytical and problem solving skills, ability to anticipate problems and to be proactive in solving them;
- Good drafting and reporting skills;
- Fluency in English, both written and spoken.

Assets:

- Knowledge and experience in contract management;
- Experience in supply chain or warehouse management;
- University degree in engineering, logistics or economics.

Personal skills & competencies required:

- High level of flexibility and good organisational skills;

- Constructive, positive and service oriented attitude;
- Excellent communication and interpersonal skills;
- Ability to cooperate smoothly in multicultural environment.