



**SECONDED NATIONAL EXPERT- JOB PROFILE**  
**Advance/ Specialist Level Document Expert**  
**in the Joint Operations Unit**

**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/position are:

- Being part of one or more teams with the role of team leader or team member, contribute to a dynamic business environment that reflects the frequent changes and traffic growth occurring at Member States' border crossing points.
- To support the Sectors activities, in particular in terms of implementation of the related tasks assigned in Programme of Work and Operational portfolio, supporting an international team in an area of responsibility assigned by the hierarchical line managers, ensuring the consequent coordination of all sub-activities work.
- To provide the hierarchical line managers and other team members with expertise on practical and tactical aspects of document control and related functions as well as modi operandi and countermeasures, promoting best practices and knowledge sharing in the field of document and identity fraud performed by border and coast guards at EU level.
- To support and manage operational and technical activities related to document fraud, including identification of needs, initiation, development and implementation, reporting and closing-up, according to indications provided by the hierarchical line managers. Those activities encompass for instance the preparation of reports, project templates, written communications, briefing notes and reply to enquiries, organise meetings, workshops and seminars, and maintain network cooperation in the field of assigned activities.
- To carry out thorough examinations of border related documents, providing support to the first and second line officers, preparing alerts and other documents, and having general knowledge of the related forensics aspects.
- Follow the latest developments, technologies, methods and practices in the field of Unit's activities, with particular reference to document and identity fraud.
- Contribute positively to maintain a good working cooperation environment within the Unit/Sector/Team where she/he will be assigned, with other Frontex Units/Sectors and support the Sector and Unit management in the relationship with stakeholders.
- To engage in training and personal development activities in line with the plan agreed during the annual appraisal sessions with the respective hierarchical line managers.

**Qualifications and experience required:**

**(1) Professional**

The candidate will be required to demonstrate that he/she has:

- At least 5-year experience as a document expert corroborated by at least 2 year experience in supporting directly/indirectly border control officers in the same matter.
- Experience with international working groups.
- Good command of English (CEFR level B2 or equivalent).

- Knowledge of primary and advanced level security features (covert and overt) in substrates, inks and personalization components (bio-data) of travel documents.
- Knowledge of different printing methods and processes (e.g. offset, intaglio, inkjet).
- Knowledge of the physics of light (theory of colour, light and optics).
- Knowledge of innovations in authentic identity and security documents.
- Knowledge of the identity chain (identity registration/ document production/ document issuance/ document control), particularly with regard to the issuing of systems for security documents.
- Knowledge on different types of document fraud and related *modi operandi*.
- Sound forgery detection skills and a thorough knowledge of the modus operandi adopted by smugglers and other criminal groups.
- Ability to identify and communicate possible threats and risks to security features of documents.
- Experience in using compact document examination equipment and workstations (e.g. light sources from basic to multi-spectral imaging, stereo microscopes, decoders and other filters).
- Ability in using the related IT tools.

Besides the following attribute would be an asset:

- Have received relevant training for those duties, including training on EU and international law, in particular on the Schengen Border Code, on how to apply fundamental rights in practice and on access to international protection.
- Experience in the non-discriminatory profiling of persons crossing the external border.
- Experience in leading teams of experts in the border control activities.
- Basic knowledge of intelligence concepts and processes related to border control (e.g. the routes and destinations of irregular migrants, types of checks implemented at airports, etc.).
- Knowledge about the European public administration environment (in particular with the budgetary process).
- Knowledge of the European Union and ICAO policies on travel and identity documents.
- Expertise in establishing and developing interagency cooperation including liaison and partnership.

## **2) Personal**

Attributes especially important to this post include:

- Apply methodical approaches with ability to proceed gradually and in a systematic manner.
- Time management and ability to relate with people of different cultural and professional background whilst maintaining impartiality and objectivity.
- Ability to respect the specific confidentiality requirements and the sensitivity connected to the specific tasks of his job.
- Ability to work independently and under pressure whilst keeping quality in task execution.