



**SECONDED NATIONAL EXPERT- JOB PROFILE**  
**International Cooperation Officer**  
**(International and European Cooperation Unit)**

**Tasks and responsibilities:**

Under the supervision of the Head of International and European Cooperation Unit and working in close collaboration with other Frontex business entities, the jobholder will contribute to and provide support and coordination to the cooperation between Frontex and competent authorities of third countries, EU Agencies, EU Institutions and International Organisations regarding activities with those external partners. The cooperation with external partners is mainly based on bilateral working and cooperation arrangements.

Reporting to the Head of International and European Cooperation Unit the International Cooperation Officer will:

- Advise and support the relevant Frontex entities on the cooperation with competent authorities of third countries, EU Agencies, EU Institutions and International Organizations and other partners in the field of integrated border management, coast guarding and/or broader migration issues;
- Provide support to the deployment of Frontex Liaison Officers in Third Countries
- Assist in building up, strengthening and maintaining an effective network of contacts with external partners;
- Draft working arrangements and cooperation plans and support the negotiations leading to agreements;
- Draft briefing and background notes, reports, terms of reference and other documents;
- Organize and participate in meetings, workshops, seminars in the related cooperation fields;
- Participate in fact finding, needs assessment or study visits to third countries or other partners;
- Where requested, support the preparation, the coordination and the implementation of EU funded projects/initiatives in close cooperation with the funding EU-Institution, relevant stakeholders and potential third country beneficiaries;
- Other duties as assigned by the Head of Unit, including in relating to Frontex Technical Assistance Projects in Third Countries.

**Qualifications and experience required:**

**1) Professional**

**Essential:**

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

- professional experience and relevant qualifications in the areas mentioned in the job duties;
- practical knowledge and experience in relation to cooperation/working with third countries, EU agencies or institutions, and/or International Organizations;
- ability to establish and maintain close contacts with colleagues, senior government officials, donors, third countries' authorities and other strategic partners such as EU bodies and International Organisations;
- experience in working in a multicultural environment, preferably in an EU institution;
- strong analytical and outstanding report writing skills;
- excellent command of English, both spoken and written, at least on C1 level.

Advantageous:

- Experience and knowledge as a national/multilateral Liaison Officer and/or having worked in a Liaison officer back office.

**2) Personal**

Essential:

- excellent time management, organization and co-ordination skills, ability to make sound decisions, prioritize and work to deadlines under minimal supervision on multiple tasks;
- strong communication, interpersonal and diplomatic skills with ability to communicate and liaise effectively, orally and in writing, at all levels within Agency and with external parties;
- ability to work pro-actively, independently and under pressure;
- strong sense of initiative and responsibility.
- constructive, positive and service oriented attitude;
- ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders.