

## SECONDED NATIONAL EXPERT- JOB PROFILE

### Capability Officer

(Capability Programming Office/ Capacity Building Division)

#### Tasks and responsibilities:

Working in a matrix structure, reporting to the Head of Office, the successfully candidate will contribute to a set of tasks across the different areas listed below.

#### Multiannual Capability Development

- Contribute to the implementation of the capability development planning process, comprising the establishment, implementation and revision of National Capability Development Plans, the Agency's Capability Development Plan and the Capability Roadmap of the European Border and Coast Guard
- Develop capability concepts, based on current and emerging operational needs, and establish high level requirements, for e.g. training, technology development, equipment, logistics, safety and health.

#### Annual Capability Planning

- Contribute to the process of annual planning of capability needs in order to establish pools to be made available for operational activities.
  - Capturing the needs and establishing the pools of Standing Corps and Technical Equipment including the necessary Management Board Decisions.
  - Assigning profiles to the Agency's statutory staff (Category 1) of the Standing Corps.
  - Verifying and selecting Member State's nominees for long term secondments (Category 2).
  - Negotiating the Member State's short-term deployments (Category 3) and equipment contributions through the Annual Bilateral Negotiations Process.
  - Making available the Agency's equipment.
- Contribute to the related annual, quarterly and ad hoc reporting.

#### European Integrated Border Management

- Contribute to the implementation of European Integrated Border Management.
  - Revising the Technical and Operational European Integrated Border Management Strategy in line with the Multiannual Strategic Policy.
  - Assessing the progress of the implementation of the Technical and Operational Strategy.
  - Promoting European Integrated Border Management.
  - Developing tools to support the implementation of European Integrated Border Management.

## **Key Enablers**

- Contribute to the management of quality, sustainability and external expertise.
- Contribute to the management and further development of Opera Evolution.

## **Selection criteria:**

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

#### **Essential:**

- Proven experience and successful track record in developing, revising and implementing strategies and plans
- Proven experience in analysing operational needs and establishing capability requirements
- Successful track record in managing capabilities and inherent resources for border management and return related activities
- Good understanding of Integrated Border Management
- Solid experience in managing multiple stakeholders in an international context
- Good understanding of national and/or EU budget processes

#### **Assets:**

- Good knowledge on statistics as well as experience in both managing large quantities of data using software tools and drafting related statistical reports
- Training in project management, ideally with a certification, and experience from successfully having managed projects
- Good understanding of methodologies analysing operational needs and translating them into capability requirements
- Familiarity with Opera Evolution and/or other software systems for planning and management of resources

### **Personal skills & competencies required:**

- Excellent time management and ability to prioritize as well as work under pressure in a rapidly evolving working environment
- Excellent analytical and problem-solving skills
- Good interpersonal skills and ability to work in a team
- Excellent communication skills in English - written and oral
- Strong sense of initiative and responsibility