

## SECONDED NATIONAL EXPERT- JOB PROFILE

### **Executive Assistant to the Deputy Executive Director for Returns and Operations (Executive Affairs Unit/ Governance Support Centre)**

#### **Tasks and responsibilities:**

Reporting to the Head of Unit the main duties related to this position are:

- Supporting the coordination of the implementation of tasks within the scope of responsibilities of the DED-RO, based on the instructions defined by the DED-RO;
- Ensuring the consolidation and consistency of documents requested by the DED-RO;
- Drafting documents such as reports, briefing notes, letters and minutes of the meetings as well as preparing presentations for DED-RO meetings and missions;
- Researching information necessary to advise DED-RO on matters falling within the scope of his/her responsibilities;
- Supporting daily management of DED-RO calendar;
- Supporting and consolidating the preparation of documents needed for DED-RO meetings and missions;
- Organizing meetings and missions of the DED-RO and, where relevant, accompanying DED-RO for meetings and missions and ensuring proper follow up of their outcomes;
- Supporting the proper follow up of DED-RO instructions given to entities within his scope of responsibilities;
- Providing administrative support to DED-RO based on occurring business needs (including support on financial matters).

#### **Selection criteria:**

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

##### **Essential:**

- Professional experience of 10 years in the area of border management, including return operations
- Good knowledge of the EU legal framework in the area of home affairs, with specific focus on border management related matters
- Proven experience in providing support and advice to high-level management functions
- Proven experience of cooperation with international stakeholders in areas related to the job duties

##### **Assets:**

- Professional experience gathered in a national or international institution dealing with security matters

- Professional experience gathered in performing operational field missions in the areas of law enforcement
- Experience in drafting strategic documents based on a multiplicity of sources and ability to propose relevant action points

**Personal skills & competencies required:**

- Ability to establish and maintain good working relationships with external and internal stakeholders
- Ability to work in a fast-paced environment, with specific requirements as regards political sensitivity