



Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA

DIREZIONE CENTRALE PER GLI AFFARI GENERALI DELLA POLIZIA DI STATO

OGGETTO: FRONTEX – CALL FOR SECONDED NATIONAL EXPERT.

L'AGENZIA FRONTEX DELL'UNIONE EUROPEA CON SEDE A VARSAVIA HA RESO NOTO DI AVER AVVIATO LE PROCEDURE PER RICOPRIRE LE SEGUENTI POSIZIONI DI ESPERTO NAZIONALE DISTACCATO (SNE), PER UN PERIODO INIZIALE DI 3 ANNI EVENTUALMENTE RINNOVABILI:

- **DUE POSTI DI OPERATIONAL OFFICER/RETURN OPERATIONS SECTOR (SNE/2017/06)**, DA RISERVARE AL RUOLO DEGLI ISPETTORI, E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' NEL RUOLO;
- **DUE POSTI DI OPERATIONAL OFFICER/PRE-RETURN ASSISTANCE SECTOR (SNE/2017/06)**, DA RISERVARE AL RUOLO DEGLI ISPETTORI, E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' NEL RUOLO.

SI EVIDENZIA, CHE IL PERSONALE CANDIDATO DEVE AVERE UNA PROVATA ESPERIENZA DI ALMENO QUATTRO ANNI NELLO SPECIFICO SETTORE DEL RIMPATRIO E DELLE RIAMMISSIONI.

REQUISITI GENERALI

- OTTIMA CONOSCENZA DELLA LINGUA INGLESE;
- AVER RIPORTATO NEGLI ULTIMI DUE RAPPORTI INFORMATIVI UN GIUDIZIO NON INFERIORE ALLA VALUTAZIONE DI "OTTIMO";
- NON AVER RIPORTATO SANZIONI DISCIPLINARI SUPERIORI AL RICHIAMO SCRITTO, A MENO CHE NON SIA INTERVENUTA LA RIABILITAZIONE AI SENSI E PER GLI EFFETTI DELL'ART. 87 DEL D.P.R. 10 GENNAIO 1957, N. 3;
- NON ESSERE SOTTOPOSTO AD ALCUN PROCEDIMENTO DISCIPLINARE E/O PENALE E NON AVER RIPORTATO CONDANNE PENALI;
- ESSERE IN POSSESSO DEL NULLA OSTA DI SICUREZZA LIVELLO "CONFIDENTIAL/UE".

LA DESCRIZIONE DELLA POSIZIONE E' IN LINGUA INGLESE, COSI' COME I REQUISITI SPECIFICI RICHIESTI CHE SARANNO CONSULTABILI SUL PORTALE "DOPPIAVELA".



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DIREZIONE CENTRALE PER GLI AFFARI GENERALI DELLA POLIZIA DI STATO

LA RELATIVA "APPLICATION FORM", REPERIBILE SUL MEDESIMO PORTALE, DOVRÀ ESSERE COMPILATA INTEGRALMENTE CON SISTEMI DI VIDEOSCRITTURA E TRASMESSA IN FORMATO "PDF" (CON FIRMA LEGGIBILE DEL CANDIDATO).

LE ISTANZE DOVRANNO ESSERE TRASMESSE, SENZA RITARDO ALCUNO, CON IL PARERE DEL DIRIGENTE DELL'UFFICIO. CHE DOVRA' VALUTARE ED ATTESTARE IL POSSESSO DEI REQUISITI GENERALI SUINDICATI, CON ESPlicito RIFERIMENTO AI RAPPORTI INFORMATIVI ED AI PROCEDIMENTI PENALI E/O DISCIPLINARI.

L'INVIO DELLE DOMANDE DOVRA' ESSERE EFFETTUATO VIA E-MAIL, INDEROGABILMENTE ENTRO LE ORE 12.00 DEL GIORNO 23 MAGGIO 2017 AI SEGUENTI INDIRIZZI:

RUOLO ISPETTORI

- SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI - 2^a DIVISIONE DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO EMAIL: sddi-2@interno.it;

RUOLO SOVRINTENDENTI ASSISTENTI ED AGENTI

- SERVIZIO SOVRINTENDENTI, ASSISTENTI ED AGENTI - 2^a DIVISIONE SEZIONE MISSIONI ED ASSEGNAZIONI SPECIALI DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO EMAIL: dipps.ssaa.ass.spec.rm@interno.it.

SI PRECISA CHE LE SELEZIONI IN ARGOMENTO NON COSTITUISCONO UNA PROCEDURA CONCORSUALE.

SI PREGA DI DARE LA MASSIMA DIFFUSIONE ALLA PRESENTE COMUNICAZIONE E DI TRASMETTERE TEMPESTIVAMENTE LE EVENTUALI ISTANZE, SOLO IN CASO DI EFFETTIVO POSSESSO DEI REQUISITI PRESCRITTI.

PEL CAPO DELLA POLIZIA -- DIRETTORE GENERALE DELLA PUBBLICA SICUREZZA -- PREFETTO DISPENZA.

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/06
Return Support Unit/ Operations Division)**

PROFILE: Operational Officer/ Return Operations Sector

Tasks and responsibilities related to this post/position:

Reporting to the Head of Return Support Unit and Unit's coordinators, the Secoded National Expert shall be responsible for:

- Participation and contribution to the process of planning and implementation of the overall Unit's activities in particular, in terms of operational assistance to Member States in organizing and carrying out return operations;
- Coordination of return operations, including identification of needs, communication with Member States, implementation, reporting and evaluation, according to instructions provided by the Units management;
- Contribute to the mapping of Member States' capacities and their return-related needs;
- Development, implementation and management of return related projects as an operational manager or to contribute to these processes as a member of the operational team;
- Preparation of reports, operational templates, written communication, briefing notes and responses to external enquiries;
- Preparation, distribution of queries on return related topics and collection, summarizing of responses;
- Monitoring of the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- Promoting best practices and knowledge-sharing in the field of return operational activities;
- Organization of meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- Contribute to integrated teamwork in his/her area of responsibility;
- Following latest developments, technologies, methods and practices in the field of the Unit's activities.

Secondary tasks

- Perform any other task related to the development of Frontex' support to Member States in pre-return activities as required by the line manager;
- Develop and maintain necessary business documentation.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge and experience in repatriation/readmission/return activities performed at European, Regional or National level gained through at least 4 years of proven full-time professional experience in duties related to the tasks assigned;
- Experience in cooperation with EU institutions and/or other Member States' authorities in the field of readmission and returns;
- Experience in cooperation with Third countries' authorities in the field of readmission and returns.
- Good working knowledge of the EU legal framework on return and readmission activities.

Assets:

- Experience in project management;
- Experience in working in a law enforcement/military environment;

Personal skills & competencies required:

- Excellent communication skills in English, both verbally and in writing;
- Strong interpersonal skills in liaising with internal and external stakeholders, actively searching and gaining information;
- Experience in drafting and editing documents;
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook);
- High level of commitment, initiative and creativity;
- Ability to organize and manage work, including the ability to work under pressure in relation to demanding tasks, possible crisis situations, heavy workload and time pressure;
- Ability to cooperate with colleagues from different cultural backgrounds and from different agencies and units (internal and external).

Assets:

- Knowledge of additional languages;
- Knowledge of SharePoint;
- Experience in working in multicultural environment.

Other comments:

- Availability as soon as possible would be an additional asset;
- Readiness to be deployed outside Frontex HQ (part time, depending on business needs).

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/06
Return Support Unit/ Operations Division)**

PROFILE: Operational Officer/ Pre-Return Assistance Sector

Tasks and responsibilities related to this post/position:

Reporting to the line managers, the Secoded National Expert shall be responsible for:

- Participation in and contribution to the process of planning and implementation of the Unit's activities in terms of pre-return assistance to Member States supporting the further development of their overall return process and procedures ;
- Support the coordination of Member States' national processes of identification of third-country nationals illegally present on their territory and the acquisition and delivery of travel documents;
- Support enhanced cooperation of Member States with consular services related to return activities;
- Facilitate cooperation between Member States and third countries;
- Cooperate with Union-funded programmes on return, in particular Eurint and EURLO;
- Contribute to the activities of the phase-in (by Frontex)/ phase-out (by Eurint and EURLO) process;
- Promote practical cooperation between the national authorities involved in return management;
- Support the effective use of existing detention facilities to facilitate removal;
- Support the Member States' administrative framework to address obstacles and blockages;
- Contribute to the mapping of Member States' capacities and their return-related needs;
- Development, implementation and management of return related projects as an operational manager or to contribute to these processes as a member of the operational team;
- Preparation of reports, operational templates, written communication, briefing notes and responses to external enquiries;
- Preparation, distribution of queries on return related topics and collection, summarizing of responses;
- Monitoring of the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- Promoting best practices and knowledge-sharing in the field of return operational activities;
- Organization of meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- Contribute to integrated teamwork in his/her area of responsibility;
- Following latest developments, technologies, methods and practices in the field of the Unit's activities.

Secondary tasks

- Perform any other task related to the development of Frontex' support to Member States in pre-return activities as required by the line manager;
- Develop and maintain necessary business documentation.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge of and experience in return capacity building and return performed at European, Regional or National level gained through at least 4 years of proven full-time professional experience in duties related to the tasks assigned;
- Experience in cooperation with EU institutions and/or other Member States' authorities in the field of readmission and returns;
- Experience in cooperation with Third countries' authorities in the field of readmission and returns
- Good working knowledge of the EU legal framework on return and readmission activities.

Assets:

- Experience in project management;
- Experience in working in a law enforcement/military environment;

Personal skills & competencies required:

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QUESTURA DI VENEZIA
Ufficio di Polizia

18 MAG 2017

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- UN POSTO DI POOLED RESOURCES OFFICER (SNE/2017/09), DA RISERVARE AL RUOLO DEGLI ISPETTORI E AL RUOLO DEI SOVRINTENDENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' NEL RUOLO;
- UN POSTO DI POOLED RESOURCES OFFICER – LOGISTICS SUPPORT TO THE FIELD ACTIVITIES (SNE/2017/09), AL RUOLO DEGLI ISPETTORI E AL RUOLO DEI SOVRINTENDENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' NEL RUOLO.

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PEL CAPO DELLA POLIZIA - DIRETTORE GENERALE DELLA PUBBLICA SICUREZZA - PREFETTO DISPENZA.

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/09
Pooled Resources Unit/ Capacity Building Division)**

PROFILE: Pooled Resources Officer – Logistics Support to the field activities

Tasks and responsibilities related to this post/position:

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:

- Performing the day-to-day logistical and administrative management of the technical equipment leased and acquired by the Agency (vehicles, surveillance systems, mobile field offices, IT equipment, supplies, etc.);
- Supervising and monitoring the technical equipment deployment to the operational areas;
- Monitoring and evaluating the logistical processes implementation in the field;
- Administration and management of various contracts assigned to the Unit;
- Cooperating with the internal and external stakeholders, participating to the working groups, meetings, workshops;
- Providing regular reporting on project status.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge and proven professional experience in logistical management of technical equipment such as air fleet, vehicles, mobile offices, surveillance systems, IT equipment, supplies
- Knowledge of logistics management methods and tools;
- 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:

- Experience in the operational border management activities
- Experience in stock, warehouse management;

Personal skills & competencies required:

- High level of flexibility and good organisational skills;
- Constructive, positive and service oriented attitude;
- Excellent communication and interpersonal skills and the ability to cooperate smoothly in a multicultural environment and to liaise effectively with internal and external stakeholders.

**SECONDED NATIONAL EXPERT- JOB PROFILE procedure: 2017/09
Pooled Resources Unit/ Capacity Building Division)**

PROFILE: Pooled Resources Officer

Tasks and responsibilities related to this post/position:

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:

- Support the coordination of the business area related to the pooling of operational resources (human and technical) made available by the Member States for deployment in Frontex coordinated activities, in the frame of Annual Bilateral Negotiations (ABN);
- Contribute to the data collection and information exchange from and with internal (operational units) and external stakeholders (Member States) in regard to operational resources needs and availability;
- Analyse internal and external documents/reports on the management of pooled resources and provide recommendations of cost efficiency of resources deployed to the head of unit and Frontex management;
- Contribute to the coordination of the activities related to launching rapid border interventions and testing, via exercises, the rapid reaction mechanism;
- Contribute to the development of processes, policies and procedures related to the management of pooled resources and rapid reaction capacity;
- Effective use of the Operational Resources Management System (OPERA) for managing the established operational resources pools and for preparing reports and analysis;
- Maintain an effective working cooperation with the Member States on pooling of resources in the frame of Pooled Resources Network.

Professional qualifications, competencies and experience required:

Essential:

- Sound knowledge in the area of resource management related to the activities described above
- Professional experience in deploying operational resources (human and aerial, land and/or maritime assets)
- Sound background in data processing, analysing and reporting
- Extensive experience in working with large amounts of data
- Ability to use IT tools at a proficient level
- Proficient in using Microsoft Office applications especially MS Excel

Assets:

- Experience in managing national resources pools
- Experience in law enforcement operational activities
- Experience in cooperation with European public administration and familiarity with EU administrative working practices
- Education in the field of social science, statistics, data science, economics, human resources

Personal skills & competencies required:

- Excellent time management, organisation and co-ordination skills, ability to prioritise and work to deadlines under minimal supervision on multiple tasks
- Strong sense of initiative and responsibility
- Ability to work under pressure and respond to changes in a rapidly evolving work environment
- Excellent communication and interpersonal skills
- Ability to cooperate smoothly in a multicultural environment
- Good team working skills
- Ability to work efficiently in English (the working language of Frontex)