

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert in Central Logistics Support Sector/Logistics and Services Unit (Equipment and Logistics Division)

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 position are:

Purpose of the Post

Support the management, sustainment, acquisition, and monitoring of the Frontex terrestrial vehicle fleet and associated support services, ensuring operational readiness, compliance, cost-effectiveness, and efficient support to Frontex activities and operations.

Main Tasks and Responsibilities

Terrestrial Vehicle Fleet Management

- Support the planning, allocation, monitoring, and utilization of Frontex-owned and leased vehicles.
- Maintain accurate fleet records, technical documentation, and asset management databases.
- Monitor vehicle availability, operational readiness, and utilization rates.
- Coordinate vehicle registration, insurance, inspections, licensing, and other administrative requirements.
- Support vehicle lifecycle management activities, including acquisition, deployment, transfer, replacement, and disposal.

Maintenance and Technical Support

- Coordinate preventive and corrective maintenance activities.
- Monitor vehicle technical condition and maintenance schedules.
- Liaise with service providers and workshops regarding repairs and technical support.
- Support the management of spare parts, consumables, and maintenance contracts.
- Coordinate warranty claims with manufacturers, suppliers, and service providers.
- Monitor equipment reliability and propose measures to improve fleet performance and availability.

Fuel and Refuelling Management

- Coordinate fuel supply and refuelling services for fleet operations.
- Monitor fuel consumption, fuel efficiency, and fuel stock levels where applicable.
- Manage fuel cards and fuel-related records.
- Verify fuel-related invoices and supporting documentation.

- Identify anomalies and recommend measures to strengthen fuel accountability and cost control.

Insurance and Claims Management

- Support the administration of vehicle insurance policies and related documentation.
- Coordinate insurance claims arising from accidents, damages, theft, or other insured events.
- Liaise with insurance providers, operational stakeholders, and competent authorities during claims processes.
- Maintain records of incidents, claims, settlements, and corrective actions.
- Monitor claims trends and recommend measures to reduce operational risks and associated costs.

Procurement and Acquisition Support

- Contribute to the identification of fleet capability requirements and technical specifications.
- Support market research and preparation of procurement documentation related to vehicles, maintenance services, fuel services, spare parts, insurance services, and associated equipment.

Provide technical expertise during evaluation, acceptance, and commissioning of vehicles and related services.

- Support contract implementation activities and contractor performance monitoring.

Contract and Service Management

- Monitor the execution of vehicle-related contracts and service-level requirements.
- Support verification of contractor deliverables, invoices, and contractual obligations.
- Identify contract performance issues and propose corrective actions.
- Maintain contract-related records and performance monitoring data.
- Contribute to contract renewals, amendments, warranty administration, and contract close-out activities.

Operational Support

- Support vehicle deployment planning and fleet sustainment activities for Frontex operations.
- Coordinate vehicle movements, transfers, transportation, and recovery activities.
- Monitor fleet readiness levels and support contingency planning.
- Contribute to business continuity and operational support arrangements related to fleet assets.

Compliance and Asset Control

- Ensure compliance with Frontex policies, procedures, and applicable legal and regulatory requirements.
- Support inventory verification, asset tracking, and accountability measures.
- Monitor adherence to vehicle usage policies and reporting obligations.
- Assist in the management of vehicle incidents, accidents, damages, losses, and associated investigations.

Reporting and Continuous Improvement

- Prepare fleet management reports, statistics, and performance indicators.
- Monitor key performance indicators related to availability, utilization, maintenance, fuel consumption, claims management, and cost efficiency.
- Contribute to the development and improvement of fleet management Standard Operating Procedures (SOP), guidance, instructions, and control systems.
- Identify opportunities for process optimization and enhanced operational effectiveness.

Stakeholder Coordination

- Liaise with internal stakeholders, operational entities, contractors, service providers, manufacturers, insurance providers, and Member State authorities.
- Support coordination with hosting countries and operational areas regarding vehicle and fleet support services.
- Provide technical advice and recommendations on terrestrial fleet management matters.

Expected Deliverables

- Accurate and up-to-date fleet management records.
- Vehicle availability and utilization reports.
- Fuel consumption and refuelling management reports.
- Maintenance, warranty, and technical readiness monitoring reports.
- Insurance and claims management records and reports.
- Procurement and contract management support documentation.
- Contractor performance monitoring reports.
- Recommendations for improving fleet efficiency, compliance, sustainability, and operational readiness.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- University degree in mechanical engineering, or logistics, or procurement, or supply chain.

- Command of English at C1 level.
- Command of digital office editing and collaboration tools at intermediate level.
- min 3 years' professional experience relevant to the job duty.
- min 3 years' experience in requirements analysis, technical design, development, delivery, or support in at least one of the following areas (check one or more):
 - Land Mobility and transportation equipment, e.g.: terrestrial vehicles, patrol cars, transportation vehicles, or
 - Land Mobile Surveillance Vehicles & Equipment and Specialised Vehicles, e.g. Mobile Surveillance Systems, Mobile Offices and Command and Control Vehicles, or
 - Ground surveillance technical equipment and satellite communications for mobile surveillance systems and mobile command and control vehicles or
 - Profile equipment, e.g.: heartbeat detectors, videoscopes, document forgery detection equipment, biometric scanners, document scanners.
- Experience in working with technical documentation in English.
- Experience in public procurement, or acquisition solicited internationally and quality assurance or testing.

Assets:

- Experience in project management.
- Professional qualification or experience in service management and/or integrated logistics support.
- Experience in developing of technical standards and specifications.

Personal skills & competencies required:

- Robust work aptitude: identifying work goals, quick learning, complying with regulations, standards & hierarchy, taking responsibility and managing time.
- Very good social skills: clear & respectful communication, active listening, recollecting, interpreting, giving feedback, good team player, offering support to others, handling conflicts well, aware of cultural differences.
- Achiever: reliable in decision making, proficient in problem solving, able to innovate beyond what we have been doing before, able of structured thinking and providing constructive criticism.

- High integrity and reliability.