

SECONDED NATIONAL EXPERT- JOB PROFILE  
Pooled Resources Officer  
Pooled Resources Unit, Capacity Building Division

**Tasks and responsibilities:**

**Reporting to the Head of Pooled Resources Unit (and under the supervision of the respective Head of Sector), the Pooled Resources Officer shall:**

- perform day-to-day logistical and administrative management of technical equipment leased and acquired by the Agency (vehicles, surveillance systems, mobile field offices, IT equipment, supplies, etc.);
- supervise and monitor the technical equipment deployment to the operational areas;
- monitor and evaluate the logistical processes implementation in the field;
- support the administration and management of various contracts (FWC and SC);
- cooperate with the internal and external stakeholders, participate to working groups, meetings, workshops;
- provide regular reporting on projects' status.

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

**Essential:**

- Sound knowledge and proven professional experience in logistical management of technical equipment, such as aircraft fleet, vehicles, mobile offices, surveillance systems, IT equipment, supplies;
- Knowledge of logistics management methods and tools;
- Knowledge of contract management and public procurement;
- Good drafting and reporting skills;
- Fluency in English, both spoken and written.

**Assets:**

- Experience in law enforcement operational management activities or similar, like defence/ security operations;
- 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;
- Excellent organizational, analytical and problem solving skills, ability to anticipate problems and to be proactive in solving them.