

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2022-00113

- Head of Logistics Support Sector

- Head of Antenna Offices Sector

Post (business title):	- Head of Logistics Support Sector - Head of Antenna Offices Sector <i>(a reserve list to be created for 2 posts to be filled)</i>
Sector/Unit/Division:	Logistics Support Sector and Antenna Offices Sector/Logistics Unit/ Deployment Management Division
Function group / Grade / Post title:	Temporary staff, AD10, Principal Administrator ¹
Grade bracket for internal mobility ² :	AD5 - AD12
Grade for inter-agency mobility:	AD5 - AD10
Location:	Warsaw, Poland
Starting date:	October 2022 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	(MIDDAY) 27 August 2022 at 12:00 h³, Warsaw local time

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁴. The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to 2,000 to meet its expanding tasks.

The new European Border and Coast Guard Regulation provides for the establishment of a European Border and Coast Guard Standing Corps, which will consist of up to 10,000 operational staff by 2027, and will be deployed along the external land, sea and air borders of the European Union and the Schengen Area.

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

¹ Type of post: Administrator.

² For existing EU temporary staff 2(f) applicants for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

³ Date of publication: 27 July 2022.

⁴ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

- Operational and technical assistance to the EU member states at their external borders by coordinating joint border control operations including deployment of vessels, aircraft and other equipment and border and coast guards from EU countries;
- Coordination of border surveillance and law enforcement activities being part of maritime security in cooperation with national authorities and EU agencies such as Europol, EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis of all aspects of border and coast guard management, including assessment of the EU Member States' border control authorities' ability to face migratory pressure and different challenges at their external borders;
- Assisting Member States in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;
- Development of training programmes for European border and coast guards;
- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border and coast guard authorities;
- Cooperation with EU and international organisations in the area of border and coast guard management, security, and prevention of cross-border crime (including terrorism);
- Assist non-EU countries in the context of technical and operational cooperation on border management including return of non-EU nationals, in the framework of the EU external relations policy.

For more information, please refer to our website: <http://www.frontex.europa.eu>.

2. THE LOGISTICS UNIT (LOG) WITHIN DEPLOYMENT MANAGEMENT DIVISION (DMD)

Mission

The DMD establishes, develops and implements a comprehensive model of standing corps preparedness and management. The Division provides daily coordination of all tasks related to standing corps deployment, including logistics of personal and profile-related equipment, and sets up and coordinates the work of the antenna offices.

Organisation

The Division is led and managed by the Director of DMD (DDMD) who reports to the DED-SC. DMD is divided into two Units: Standing Corps Preparedness and Deployment Unit (SCPD), and Logistics Unit (LOG).

A Chief Adjutant and a Medical Advisor support the Director of DMD. Statutory staff who are members of the teams are part of the staff of the Division. The tasks and activities of the Division are coordinated by the DMD Coordination Office (CDMD), which is part of the coordination structure of the Agency.

Within DMD, the Logistics Unit (LOG) is responsible for the equipment and logistical support of the standing corps and the establishment and coordination of antenna offices. To achieve these objectives, the Unit is divided in two sectors:

➤ Logistic Support Sector (LOS)

Main tasks

- Organising overall logistical support for deployment and rotation of standing corps teams and supply chain to the operational areas, including in particular financing, logistics, procurement and contract management.
- Supply of personal and profile-related technical equipment for standing corps members category 1 and category 2.
- Managing stock, fleet and inventory of personal and profile-related equipment including weapons and ammunition management, shipment and distribution services, providing instructions on equipment handling.

➤ Antenna Offices Sector (ANT)

Main tasks

- Setting up the antenna offices in coordination with relevant national authorities of the Member State or third country hosting the office and establishing their rules of procedure.

- (b) Managing the day-to-day functioning of antenna offices.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Logistics Unit, the Heads of Sector are responsible for:

- Assisting, advising and supporting the HoU and DDMD in developing and implementing the Frontex strategy in the respective areas of responsibility;
- Within the competence of the Sector, assisting the HoU and DDMD in cooperating with national and international bodies, in addition to EU institutions;
- Contributing to the development of the Frontex strategy and work programme documents;
- Ensuring the timely execution of the planning and reporting responsibilities of the Sector;
- Implementing the Unit's work programme in the Sector, adjusting the activity and capacity levels wherever deemed necessary and ensuring the overall coherence of the work;
- Managing the human and financial resources of the Sector, coordinating the respective Sector and Offices, leading, engaging and developing the competencies and skills of the Sector's personnel and assessing individual performances;
- Identifying the budget required for the Sector's activities according to activity-based budgeting principles while ensuring the sound financial management of the Sector and the effective implementation of and reporting on its budget;
- Facilitating cooperation and interactions with other Units;
- Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility;
- Contributing to the implementation of the corporate risk management at Sector level;
- Actively promoting the Frontex corporate values and code of conduct, and contribute to the implementation of the Agency's anti-fraud strategy;
- Where so designated, acting as designated controllers;
- Collaborating with the internal and external stakeholders to drive system and operational improvements that will improve delivery efficiencies and result in lower cost per delivery goals in each geographical area.

In addition, for the Logistic Support Sector:

- Supporting establishing the centralised logistics and supply chain for the operational activities;
- Supporting operations of the decentralised solutions, including Antenna Offices in operational areas to support supply of equipment and goods.

For the Antenna Offices Sector:

- Establishing the in-field logistics and in-field supply chain for the operational activities;
- Establishing and managing decentralised solutions, including Antenna Offices in operational areas to support supply of equipment and goods.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria (for external applicants⁵)

To be eligible, an applicant shall:

- a) Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years or more** (of full-time education);

or

Possess a level of education which corresponds to completed university studies attested by a diploma **followed by at least one year full-time professional experience**, when the normal period of university education is **at least three years** (of full-time education);

⁵ For existing EU temporary staff 2(f) applicants (for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable) the eligibility criteria are defined in Article 12(2) of the CEOS.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States shall be taken into consideration.

Only the required education will be taken into account.

- b) Possess (by the closing date for applications) at least **12 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in criterion a) above are fulfilled;

Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required above in the criterion a). Only duly documented professional activity is taken into account.

ANY GIVEN PERIOD OF STUDIES OR PROFESSIONAL EXPERIENCE MAY BE COUNTED ONLY ONCE. In order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period). In case of part-time work the professional experience will be calculated pro-rata in line with the workload stated by the applicant. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in the first two bullet points shall be taken into consideration as professional experience if the official documentation is provided.

- c) Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level);
- d) Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen;
- e) Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.

4.2. Selection criteria

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/scored only for shortlisted applicants during interviews (and or tests):

4.2.1. Professional competences

1. At least 12 years of relevant experience dealing with duties relevant for the tasks, out of which at least 4 years in leading and managing a team;
2. Min 5 years' experience in provision or management of at least one type of the following logistics services:
 - a) inventory, warehouse management and transport, or
 - b) courier / freight forwarding, or
 - c) stocks management (planning, ordering, distribution, replenishment), or
 - d) integrated logistics support / in-filed technical support, or
 - e) static or deployed facilities, or
 - f) signals / communications services, or
 - g) ordering, receipt, acceptance and delivery of goods.
3. Proven experience in development and application of methodologies, standards and processes applied in audits in public administration and/or private industry;
4. University degree in logistics, natural sciences, engineering, administration, management, finance, business or law;
5. Excellent communication skills in English;
6. Command of digital office editing and collaboration tools at advanced level.

Besides, the following attributes would be considered advantageous for both profiles:

7. Experience in management of personnel in an international environment;
8. Experience in public procurement.

In addition, for the Logistics Support Sector profile:

9. Professional qualification or experience in service management;
10. Experience in implementing and supporting IT tools for logistics.

In addition, for the Antenna Offices Sector profile:

11. Professional qualification (PM2 / Prince2 / PMI) or experience in project management.

4.2.2. Personal qualities and competences

12. Robust work aptitude: fully independent, reliable, quick learning, complying with regulations, standards & hierarchy, taking responsibility, managing time and high standards in working online;
13. 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;
14. 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;
15. Leader: works hand-in-hand with the team, supports team members, plans & and checks team's work, represents the team externally and provides situation updates.

5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) will be required to make a declaration of commitment to act independently in Union's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

6. EQUAL OPPORTUNITIES

Frontex applies an equal opportunities policy and accepts applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria;
- All the eligible applications are evaluated by an appointed Selection Committee based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure;
- Best-qualified applicants who obtain the highest number of points within the application evaluation and who are matching best the evaluated selection criteria will be shortlisted and invited for a competency test and an interview; the names of the members of the Selection Committee will be disclosed to the applicants invited for the test and interview. Only shortlisted candidates will be contacted;
- The test and interview will be conducted in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their relevancy for the post in question. Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure. Certain general competencies will not be tested for internal applicants interested in an internal mobility and for applicants from other EU Agencies interested in an inter-agency mobility. At least one part of the qualifying written test will be assessed based on anonymized answers;
- As a result of the interview and test, the Selection Committee will recommend the most suitable applicant(s) for the post in question to the Executive Director of Frontex. An additional interview with the Executive Director and/or another relevant manager may be arranged before the Executive Director takes the final decision.
- Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. Applicants should note that the placement on the reserve list does not guarantee an employment offer.
- Each interviewed applicant will be notified in writing on outcome of his/her application.

The work and deliberations of the Selection Committee are strictly confidential and any contact of an applicant with its members is absolutely forbidden.

Applicants may be requested to present, at any stage of the selection, documents which will support the information contained in their application form such as originals of their diploma(s), evidence of professional experience clearly indicating the starting, finishing dates and scope of work and workload. Failure to provide such an evidence may lead to disqualification of the respective part of the application.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed by the Executive Director of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- Be physically fit to perform the duties⁶.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD10**⁷.

A contract of employment will be offered for a period of five years, with a probationary period of nine months. The contract may be renewed.

The staff member's remuneration consists of a basic salary and allowances. The staff member may be entitled to various allowances, in particular to an expatriation (16 % of basic gross salary) or to a foreign residence allowance (4 % of basic gross salary) - depending on particular situation, and to family allowances (depending on personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance.

The final net calculation (amount payable) is as follows:

Function group, grade and step	AD10 Step 1	AD10 Step 2
1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>)	4 962 EUR 22 806 PLN	5 126 EUR 23 558 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 70.9 correction coefficient applicable for Poland</i>):		
b. Household allowance	283 EUR 1 301 PLN	301 EUR 1384 PLN
c. Expatriation allowance	1101 -1 298 EUR 5 058 - 5 967 PLN	1147 - 1 346 EUR 5 271 - 6 184 PLN
d. Dependent child allowances for each child	318 EUR 1 461 PLN	318 EUR 1 461 PLN
e. Preschool allowance	78 EUR 357 PLN	78 EUR 357 PLN
f. Education allowance for each child up to	431 EUR 1 982 PLN	431 EUR 1 982 PLN

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations or in any implementing regulations is weighted by the correction coefficient for Poland (currently 72.3). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.596 PLN/EUR).

The remuneration of the staff members, the correction coefficient and the exchange rate are updated annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

⁶ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

⁷ Specific conditions about grading are defined on the title page of the Vacancy Notice. For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

The headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities may provide the following main benefits to Frontex expatriate staff⁸:

(a) in case the appropriate education level is not available yet for a child in the accredited European School in Warsaw - reimbursement of tuition cost of each dependent child attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per school year;

(b) reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;

(c) reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

There is an Accredited European School in Warsaw, allowing dependent children training provided to its staff. Frontex provides general and technical nature training as well as professional development opportunities that are discussed annually during the staff performance appraisal.

Throughout the period of service staff is a member of the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and after reaching the pensionable age of 66 years. Pension rights acquired in one or more national schemes before starting to work at Frontex may be transferred into the EU pension system.

Staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled under certain conditions to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions please refer to the Staff Regulations and the CEOS.

Frontex requires selected candidates to undergo a vetting procedure executed by the National Security Authority of the candidates' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. For this post, the **required level of clearance is specified on the title page of the Vacancy Notice**. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the candidate shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the candidates' state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

9. PROTECTION OF PERSONAL DATA

Frontex ensures that applicants' personal data are processed in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Please note that Frontex will not return applications to applicants. This is due, in particular, to the confidentiality and security of such data.

The legal basis for the selection procedures of temporary staff is defined in the CEOS⁹.

The purpose of processing personal data is to enable to properly carry out selection procedures.

The selection procedure is conducted under the responsibility of the Human Resources Unit, within the Governance Support Centre of Frontex. The controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by applicants will be accessible to strictly limited number of staff in Human Resources, to the Selection Committee members and to Frontex management. If necessary, it will be provided to the staff of Legal

⁸ Staff of non-Polish nationality and non-permanent residents.

⁹ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

and Procurement Unit, external parties directly involved in the selection process or to respective experts in ICT (in case of technical issues with the application).

There will be no automated decision making or profiling upon applicants' data.

No data is transferred to a third country or international organisation.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- For applications received from not-selected applicants: the data are filed and stored in archives for **2 years** and after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of the **reserve list + 1 year** and after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of **10 years** after the termination of employment or as of the last pension payment and after this time the data are destroyed.

Applicants have the right to request access to and rectification or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and from the selection procedure.

Should an applicant have any query concerning the processing of his/her personal data and has substantiated request, he/she shall address them to the HR Unit at jobs@frontex.europa.eu or Frontex Data Protection Officer at dataprotectionoffice@frontex.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

10. APPEAL PROCEDURE

Each applicant may request a feedback on assessment of his or her applications as established by the Selection Committee and, if deemed appropriate, ask for a formal review/reassessment by writing to jobs@frontex.europa.eu. Please note that the Selection Committee may only assesses the information provided in the application form (during the screening phase) or your performance during the test and interview (we must disregard any other opinions such as reference letters or your own perception of your past achievements). We may not provide you with any data related to other applicants.

If an applicant considers that he/she has been adversely affected by a particular decision related to the selection procedure, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC No 259/68)¹⁰, mentioning the reference number of the selection procedure, at the following address:

Frontex
Human Resources Unit
Plac Europejski 6
00-844 Warsaw
Poland

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the applicant is notified of the act adversely affecting him/her or from the date of publication of final outcome on [Frontex website](#).

Applicants also have a possibility to complain to the European Ombudsman. Please note that complaints made to the European Ombudsman have no direct effect on the decision taken by Frontex in regard to your application and on the time period laid down in Article 91 of the Staff Regulations. Under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to Frontex.

¹⁰ OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

11. APPLICATION PROCEDURE

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link provided

Note: It is required to upload the digital application form saved in its original electronic dynamic PDF format (not scanned). Do not use any e-mail communication to submit your application (for exceptional circumstances see point 6 below) - such an application will be automatically disregarded and will not be recorded and further processed.

next to the Reference Number of the post/position. This digital application form is specifically created only for this selection procedure (and shall not be reused for another procedure).

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2021.001.20155. You may download a free version here: <https://get.adobe.com/uk/reader/>).
2. Not be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
3. Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
4. Be saved and named as follows: 'SURNAME_RCT-2022-00113'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2022-00113>
6. In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at jobs@frontex.europa.eu.

In case you submit more than one application for this procedure, Frontex will only assess the latest one and will automatically disregard all your previous applications.

If at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false or misleading, the applicant in question will be disqualified.

Applicants shortlisted for an interview will be requested to supply documentary evidence in support of the statements made in the application. Do not, however, attach any supporting or supplementary documentation with your application until you have been asked to do so by Frontex.

Incomplete applications, applications uploaded after the deadline, sent by e-mail or applications using inappropriate or altered/manipulated application forms will be automatically disregarded by the system and will not be processed further.

Due to the large volume of applications, Frontex regrets that only applicants invited for the test and interview will be notified about the outcomes. The status of the selection procedure is to be found on Frontex website.

Due to high volume of selection procedures handled by Frontex, the period between the closing date for the submission of applications and the final shortlisting of applicants for an interview may take more than two months.

The closing date (and time) for the submission of applications is provided on the title page of the Vacancy Notice.

Please keep a copy of the automatically generated submission code that proves that you have submitted/uploaded your application to Frontex.

Applicants are strongly recommended not to wait until the last day to submit their applications.

Frontex cannot be held responsible for any last-minute malfunction due to an overload of the system or for other technical issues applicants may eventually encounter in the very last moment before the deadline.