

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2023-00105

Head of Human Resources Unit

Post (business title):	Head of Human Resources Unit <i>(a reserve list to be created for 1 post to be filled)</i>	
Unit:	Human Resources Unit	
Function group / Grade / Post title:	Temporary staff 2(f), AD11, Head of Unit ¹	
Grade bracket	for internal mobility ² :	AD9 - AD14
	for inter-agency mobility ² :	AD9 - AD14 ³
Location:	Warsaw, Poland	
Starting date:	First half of 2024 (desirable)	
Level of Security Clearance:	SECRET UE / EU SECRET	
Closing date for applications	(MIDDAY) 12 January 2024 at 12:00 h⁴, Warsaw local time <u>EXTENDED TILL 15 February 2024 at 12.00 (MIDDAY), Warsaw local time</u>	

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¹ Type of post: Head of Unit.

² Only 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 Engagement of an applicant in grade higher than AD11 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

⁴ Date of publication: 22 December 2023.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁵. 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 2,500 to meet its expanding tasks.

The 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 applicant 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:

- 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.

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

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

2. HUMAN RESOURCES UNIT

The Human Resources Unit (HR) provides expertise, support and advice to the Agency and its management in the area on human resources management. Organized in three Sectors, it attracts, engages and retains talents, supports their development, provides personnel administration as well as expatriate services.

Main tasks:

- a) Ensuring the strategic HR framework to allow Frontex and its entities to achieve its strategic objectives.
- b) Providing administrative and other support, strategic advice and efficient communication in all HR matters.

⁵ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

- c) Contributing to the corporate planning and reporting cycle on HR topics including the budget.
- d) Implementing and monitoring compliance with the Staff Regulations of Officials/Conditions of Employment of Other Servants of the EU and the general implementing provisions in Frontex.
- e) Managing the HR ICT support systems in close cooperation with the DIG and European Commission services.
- f) Ensuring the timely allocation of human resources to Frontex entities by organising, coordinating and monitoring recruitment and selection procedures and traineeship programmes, and managing the Frontex brand as an employer in cooperation with the Media and Public Relations Office.
- g) Managing contracts of employment.
- h) Administering financial and non-financial rights and entitlements as well as working conditions and leave management.
- i) Establishing the health and safety policy in Frontex and monitoring its implementation in cooperation with the Deployment Management Division and the Financial, Digital and Security Division.
- j) Providing and improving expatriate support to staff members and their family settling in Warsaw.
- k) Identifying and responding to staff learning needs for professional career development.
- l) Coordinating performance management, reclassification, mobility processes.
- m) Providing advisory and support services to Frontex entities via HR Business Partners.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Director of the Human Resources and Corporate Services Division, the Head of Human Resources Unit is responsible for:

- Assisting, advising and supporting the Executive Management and Directors of Division (DoDs) in developing and implementing the Frontex strategy in the respective area of responsibility.
- Within the competence of the Human Resources Unit, assisting the Executive Management and DoDs 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 timely execution of the planning and reporting responsibilities of the Human Resources Unit.
- Implementing the Human Resources Unit's work programme, 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 Human Resources Unit, coordinating the respective sectors, leading, engaging and developing the competencies and skills of the Unit's personnel and assessing individual performance.
- Identifying the budget required for the Human Resources Unit's activities according to activity-based budgeting principles while ensuring the sound financial management of the Unit 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 Human Resources Unit level.
- Actively promoting the Frontex corporate values and code of conduct and contributing to the implementation of the Agency's anti-fraud strategy.
- Where so designated, acting as designated controller.

In addition, specifically to this role, Head of Human Resources Unit is responsible for:

- Providing strategic advice, administrative support and efficient communication in all HR matters.
- Implementing and monitoring compliance with the Staff Regulations of Officials/Conditions of Employment of Other Servants of the EU and the general implementing provisions in Frontex.
- Coordination and monitoring of HR planning (establishment plan) and budgeting (Title I) in accordance with the organizational needs and principles of sound financial management.
- Managing the HR IT support systems in close cooperation with the Digital Services Unit and European Commission services.
- Ensuring the timely planning and allocation of human resources to Frontex entities by organizing, coordinating and monitoring recruitment and selection procedures and traineeship programmes, and managing the Frontex brand as an employer in cooperation with the Media and Public Relations Office.
- Administering financial and non-financial rights and entitlements as well as working conditions and leave management.
- Providing and improving expatriate support to staff members and their family settling in Warsaw.
- Identifying and responding to staff learning needs for professional development.

- Coordinating performance management, reclassification and contracts of employment.
- Managing competency framework, job design, mobility and career development of staff as well as staff engagement related activities.
- Providing advisory and support services to Frontex entities via HR Business Partners.

4. Eligibility criteria

General/common criteria⁶

1. 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.
2. Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.
3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties⁷.
4. Be physically fit to perform his/her duties.
5. 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).

4.1. External applicants

Minimum qualifications (university diploma)

6. 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 years⁸ (of full-time education).

Required professional experience

7. Possess (by the closing date for applications) at least **15 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 the criterion above are fulfilled⁹.
8. Have at least two years of professional experience as a manager.

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 shall be taken into consideration as professional experience subject to provided evidence.

4.2. Inter-agency applicants

9. On the closing date for applications and on the day of filling the vacant post, are employed as temporary staff 2(f) within their agency in a grade and function group corresponding to the published grade bracket.

⁶ Pursuant to Article 12(2) of the CEOS.

⁷ Prior to engagement the selected applicant will be required to provide appropriate character references as to his/her suitability for the performance of duties (such as a criminal record certificate or equivalent certificate, not older than six months) as well as a compulsory declaration before engagement in Frontex and a declaration in relation to interests that might be considered prejudicial to his/her independence.

⁸ Diploma recognized by any EU Member State to be at EQF level 6; 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 will be taken into consideration.

⁹ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required. Only duly documented professional activity is taken into account.

10. Have at least two years' service within their agency before moving¹⁰.
11. Have successfully completed the probationary period as provided for in Article 14 of the CEOS¹¹ in the relevant function group¹².

4.3. Internal applicants

12. Be an established temporary staff 2(f) in Frontex in grade AD9, AD10, AD11, AD12, AD13 or AD14.

5. 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):

5.1. Professional, specialist and technical competences

1. At least 15 years of proven experience in dealing with duties related to the tasks assigned, of which at least 5 years of professional experience in a management role at middle or senior managerial level (managing human and financial resources) and ability to lead, motivate and develop teams to the best of their potential.
2. Excellent command of the regulatory framework governing EU institutions and Frontex, particularly in the field of human resources.
3. Knowledge and professional experience of at least 10 years in management of corporate human resources (planning and allocation, recruitment and selection, personnel administration, development and career management, regulatory and compliance, expatriate services).
4. Knowledge and professional experience in practical application of the EU Staff Regulations/CEOS and its implementing rules and of the principles of sound financial management.
5. Sound knowledge of the EU Institutions, and good understanding of Frontex role and challenges in particular.
6. Proven experience in leading development and implementation of time- and policy-sensitive strategies, programmes and operational processes, introducing innovation and managing conflicting priorities in a fast-paced environment.
7. Sound understanding of and experience in quality assurance and risk management.
8. Sound understanding of organisational processes, proven experience in setting up new processes and structures and managing organisational changes at the same time showing necessary creativity, flexibility and customer-orientation.

Besides, the following attributes would be considered advantageous:

9. University degree or post-graduate education/ substantial training in HR management.
10. Professional experience in HR management in EU Institutions/bodies, in particular in EU decentralised Agencies and in applying, implementing and compliance monitoring of the EU Staff Regulations/CEOS and its implementing rules and of the EU financial Regulations.

5.2. Core managerial competencies

• General management skills

1. Ability to set and revise objectives for the entity within the overall strategic framework and priorities of the Agency.
2. Ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the entity's and team members' objectives set, in cooperation with the members of the team.

¹⁰ Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

¹¹ Conditions of Employment of Other Servants of the European Union (OJ L 56, 4.3.1968, p. 10), as lastly amended.

¹² Where, in exceptional circumstances, Frontex would engage a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

3. Ability to organise, assign and manage the entity's work among the members of the team and to set them challenging but realistic objectives.
 4. Ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the entity's objectives.
 5. Ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the entity's objectives.
 6. Ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential.
 7. Ability to develop and support career development and learning opportunities for the members of the team.
- Communication skills
 8. Ability to communicate in English clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
 9. Ability to solicit inputs from and listen to staff, partners, and stakeholders.
 - Interpersonal skills
 10. Ability to deal with people effectively, respectfully and courteously.
 11. Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues.
 - Negotiation skills
 12. Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

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.

Frontex encourages and invites to apply professionals of different backgrounds and origins who want to play an active role in a dynamic team in a multicultural organisation that is contributing to increased European safety.

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is pre-checked in order to verify whether it meets the eligibility criteria;
- Using assessment checklists, a pre-selection panel will consider all applications received having regard to the vacancy notice. All the applications are evaluated 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. Applicants who are best matching the evaluated selection criteria will be invited for a competency test and (where appropriate) to an interview. At least one part of the qualifying written test will be assessed based on anonymized answers.
- The names of the members of the pre-selection panel will be disclosed to the applicants invited for the test and interview. The panel shall draw up a shortlist of the applicants who most correspond to the profile sought, giving reasons for its choices.
- The applicants on the shortlist shall be invited to an interview with the Executive Director and two other members of a grade and management function equal or superior to that of the function to be filled (selection panel). The Executive Director may decide to invite also other eligible applicants.
- The potential, managerial skills, adaptability, and other core competencies of shortlisted applicants will be assessed in an assessment centre, unless the applicant has taken part in such assessment centre in the course of the two years preceding the closing date for receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s/he may at her/his request be admitted to the assessment

centre. The result of the assessment centre shall be taken into consideration by the appointing authority.

- The selection panel shall interview the invited applicants.
- The names of the selection panel members will be disclosed to the applicants invited for the interview.
- During the interview, the selection panel will further examine the competencies of shortlisted applicants and assess their relevancy for the post.
- The tests and interviews will be conducted in English.
- 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. This reserve list will be valid for at least 1 year (the validity period may be extended). 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. **We expect all applicants to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us.**

The work and deliberations of the panels are strictly confidential and any contact of an applicant with respective 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 evidence may lead to disqualification of the applicant.

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 documents which support the information contained in his/her application;
- Produce appropriate character references (such as a criminal record certificate or equivalent certificate, not older than six months) and specific declarations prior to his/her engagement to finally assess his/her up-to-date suitability (or limitations) for the performance of duties;
- Be physically fit to perform the duties¹³.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade AD11¹⁴. This is a middle management post.

A contract of employment will be offered for a period of five years¹⁵, with a probationary period¹⁶ 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	AD11 Step 1	AD11 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	6 464 EUR 28 756 PLN	6 654 EUR 29 605 PLN
2. Management allowance	191 EUR 849 PLN	199 EUR 885 PLN
3. Other possible monthly entitlements/allowances, depending on the personal situation of the applicant (expressed as gross amount weighted by 80.50 correction coefficient applicable for Poland):		

¹³ Before the engagement, the successful applicant shall be medically examined by a medical centre designated by Frontex.

¹⁴ For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

¹⁵ Specific rules will apply in case of internal or inter-agency mobility.

¹⁶ In addition to a standard probationary period, a management trial period of nine months shall apply to newly appointed middle manager.

b. Household allowance	360 EUR 1 601 PLN	368 EUR 1 636 PLN
c. Household allowance with management allowance	368 EUR 1 636 PLN	376 EUR 1 672 PLN
d. Expatriation allowance	1 488 - 1 728 EUR 6 621 - 7 688 PLN	1 551 - 1 792 EUR 6 899 - 7 972 PLN
e. Expatriation allowance with management allowance	1 551 - 1 792 EUR 6 899 - 7 972 PLN	1 616 - 1 858 EUR 7 189 - 8 268 PLN
f. Dependent child allowance	380 EUR 1 690 PLN	380 EUR 1 690 PLN
g. Preschool allowance	93 EUR 413 PLN	93 EUR 413 PLN
h. Education allowance for each child up to	515 EUR 2 293 PLN	515 EUR 2 293 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 80.50). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.4490 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.

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 %.

An [accredited European School](#)¹⁷ operates in Warsaw as of September 2021 to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school is opening gradually, and the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam) will be available in September 2024.

Moreover, 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 staff¹⁸:

(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 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.

Frontex being a knowledge-based organization acknowledges the importance of 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. 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.

¹⁷ More detail on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

¹⁸ Staff of non-Polish nationality and non-permanent residents.

Frontex requires selected applicants to undergo a vetting procedure executed by the National Security Authority of the applicants' 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**. Applicants 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 applicant shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected applicants do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the applicants' 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 CEOS¹⁹.

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 (members of pre-selection and selection panels) and to Frontex management. If necessary, it will be provided to the staff of Legal and Procurement Unit, external parties directly involved in the selection process or to respective internal ICT experts (in case of technical issues with the application) or internal or external auditing or investigating bodies.

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 applicant 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).

¹⁹ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

10. REVIEW AND COMPLAINT PROCEDURE

- Each applicant may request feedback on assessment of his or her application as established by the Selection Committee (pre-selection and selection panels).
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- After Frontex takes a formal decision on applicant's application, he/she may lodge a complaint.

Details of these procedures are provided [here](#).

11. APPLICATION PROCEDURE

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.

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link provided 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 or later. 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-2023-00105'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2023-00105>
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.

Do not 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 without prior consent of Frontex HR 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.