

## VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2023-00023

### Business and Systems Analyst

Post (business title):	<b>Business and Systems Analyst</b> <i>(a reserve list to be created for 1 post to be filled)</i>	
Sector/Unit/Division:	Digital Projects Sector/ Digital Services Unit/ Security and Information Management Division (DPS/DIG/SIM)	
Function group / Grade / Post title:	Temporary staff 2(f), AD7, Administrator <sup>1</sup>	
Grade bracket	for internal mobility <sup>2</sup> :	AD5 - AD7
	for inter-agency mobility <sup>3</sup> :	AD5 - AD7
Location:	Warsaw, Poland	
Starting date:	August 2024 (desired)	
Level of Security Clearance:	SECRET UE / EU SECRET	
Closing date for applications	<b><u>(MIDDAY) 26 March 2024 at 12:00 h<sup>4</sup>, Warsaw local time</u></b>	

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<sup>1</sup> Type of post: Administrator.

<sup>2</sup> Only for existing applicants being already EU temporary staff members engaged under Article 2(f) of the Conditions of Employment of Other Servants of the European Union (the "CEOS") to whom Article 55 of CEOS is applicable.

<sup>3</sup> Ibid.

<sup>4</sup> Date of publication: 4 March 2024.

While Frontex selects its new staff based on their merits and without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation, Frontex is a very inclusive workplace that strives to improve the gender and geographical balance<sup>5</sup> among its staff to the widest possible extent, as well striving to foster diversity, amongst others, in terms of race, ethnic or social origin, genetic features, language, disability, age, etc. Therefore, female candidates as well as candidates with any diverse background that are fulfilling the selection criteria are strongly encouraged to apply.

Frontex is looking for talented women and men to establish a reserve list of experienced professionals with high level of personal integrity, responsibility, confidentiality, adhering to EU values, the principles of equal opportunities and equal treatment as well as fundamental rights.

## 1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation<sup>6</sup>. 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 3,000 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 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:

- 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 under this [link](#).

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<sup>5</sup> Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Cypriot, Czech, Danish, Dutch, Finnish, French, German, Hungarian, Irish, Italian, Luxembourg, Maltese, Norwegian, Slovak, Slovenian, Swedish, Swiss.

<sup>6</sup> Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

## 2. THE SECURITY AND INFORMATION MANAGEMENT DIVISION

### **Mission**

The mission of the Security and Information Management Division is to provide horizontal business support in the area of digital and security. The Division is responsible for EUROSUR and business capabilities and provides project management capabilities in the Agency.

### **Organisation**

The Division is led by the Director of Security and Information Management Division who reports to the Deputy Executive Director for Administration and Information Management.

The Security and Information Management Division (SIM) is composed of the following entities:

- (a) Digital Services Unit (DIG);
- (b) Security Unit (SEC);
- (c) Project Management Office (PROM).

### **Digital Services Unit - organisation and main tasks and responsibilities**

The Digital Services Unit (DIG) is led by the Head of Unit who reports to the Director of the Division.

The Digital Services Unit composes of the following sectors:

- (a) Digital Projects Sector (DPS);
- (b) Digital Operations Sector (DOS);
- (c) Cyber Security Sector (CSS);
- (d) EUROSUR Business Capabilities Sector (EUROSUR).

The main tasks and responsibilities of the Digital Services Unit are as follows:

- (a) acting as centre of expertise and support in the field of digitalisation, information and communication technologies;
- (b) coordinating the implementation of the Information Management Framework and ICT Strategy;
- (c) anticipating and defining the needs of the Agency in terms of capabilities pertaining to information superiority to foster European Union Integrated Border Management;
- (d) centralising the management of the Frontex ICT infrastructure, relevant investments, digital services/business applications, products delivery and cybersecurity management;
- (e) developing and implementing of EUROSUR business capabilities.

### **Digital Projects Sector - organisation and main tasks and responsibilities**

The Digital Projects Sector (DPS) is led by the Head of Sector who reports to the Head of Digital Services Unit.

The main tasks and responsibilities of the Digital Projects Sector are as follows:

- (a) managing all IT-enabled and ICT-related projects;
- (b) ensuring portfolio management between business entities and DIG;
- (c) establishing IT products management processes;
- (d) control and coordination of budgets for IT-enabled and ICT projects for the whole Agency.

### 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Digital Services Unit, and under supervision of the Respective Head of Sector, the Business and Systems Analyst will be responsible for:

- Capturing business goals and translating them into vision, project objectives and options;
- Developing business cases for new capabilities;
- Performing stakeholders' analysis, opportunities and gaps analyses;
- Eliciting and documenting high level and detailed business requirements;
- Contributing to or performing elicitation, verification, and modelling of system requirements for an ICT solution and a change request;
- Designing and implementing changes to Enterprise Architecture and to solutions delivered by DIG to business;
- Constructing and maintaining process models and domain models;
- Supporting software development via management of requirements, prioritization, refinement, validation and verification, training and documenting;
- Contributing to Frontex common data model and Frontex Enterprise Architecture models;
- Contributing to development of internal standards (including policies, practices, templates, models, repositories, tools) for business analysis in Frontex;
- Running analytical workshops with project stakeholders (internal and external);
- Reflecting analytical findings as documents, repositories and analytical models and present them to various stakeholders;
- Supporting development and actualization of the description of capabilities, services and system in coordination with the ICT Service Catalogue, Frontex Business Processes Model, planning documents and development plans;
- Supporting business units in modelling business processes and business change implementation;
- Analyzing existing solutions in Frontex, in other organizations and conduct market research;
- Supporting project portfolios in planning and managing priorities and dependencies;
- Verifying and validating project's analytical products for quality and interoperability;
- Liaising with Frontex ICT teams, business units and other Frontex stakeholders and partners in development of interoperability standards, common architectures and common or shared ICT solutions;
- Contributing to ICT budgeting processes;
- Contributing to development of other processes in DIG;
- Performing other tasks as assigned by Head Unit DIG and Head of DPS.

### 4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

#### **General/common criteria<sup>7</sup>**

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.

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<sup>7</sup> Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties<sup>8</sup>.
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).

## External applicants

### Minimum qualifications (university diploma)

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<sup>9</sup> (of full-time education).

### Required professional experience

Possess (by the closing date for applications) at least **6 years** of proven full-time professional experience acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled<sup>10</sup>.

*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.*

## Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS within their agency in a grade and function group corresponding to the published grade bracket.
2. Have at least two years' service within their agency before moving<sup>11</sup>.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group<sup>12</sup>.

## Internal applicants

Be a member of temporary staff engaged under Article 2(f) of CEOS at Frontex in grade AD5 - AD7.

# 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):

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS 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.

## 5.1. Professional, specialist and technical competences

1. Professional experience in a role of business and/or system analyst for implementation of least 2 ICT solutions of enterprise scale for business users in its entire lifecycle;
2. At least 5 years of professional experience in business and system analysis;
3. Expertise in using UML and BPMN;
4. Hands on experience in business modelling, process design, organizational design;
5. Experience in agile software developments;
6. At least 1 year of hands-on experience in performing technical tasks in at least one of the following ICT domains: software development, system analysis, architecting solutions, systems and storage delivery or networks delivery;

### Besides, the following attributes would be considered advantageous

7. Proficiency in using modelling tools like Sparx Enterprise Architect or equivalent;
8. Holder of:
  - i. CBAP or ABAP certificate or equivalent,
  - ii. UML or ArchiMate certificate,
  - iii. TOGAF certificate;
9. Experience in public procurement, especially regarding preparation of tender's documentation and evaluation of proposals.

## 5.2. Personal qualities and competences

1. Capability to organize work autonomously while acting under time pressure with appreciation of values and ethics;
2. Strong sense of initiative, responsibility and commitment by demonstrating a constructive, results-oriented and pro-active approach;
3. Excellent interpersonal, negotiation and communication skills in English towards technical and non-technical audience both orally and in writing;
4. Ability to cooperate effectively within a diverse team in a multicultural environment.

## 6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

Frontex applies an equal opportunities policy and, subject to the limitations imposed by law, accepts applications without distinction on grounds of age, race, colour, ethnic or social origin, genetic features, language, political, philosophical, religious or any other 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 checked in order to verify whether it meets the eligibility criteria;
- All the pre-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; in case of high number of applicants there might be an entry-level eliminatory written test). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure; advantageous criteria will only be assessed at the last stages of the procedure. Order of tests or assessments may be subject to changes aiming at ensuring efficient processing of high number of applications;

- 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 relevance 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. 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 Appointing Authority of Frontex. An additional interview with the Appointing Authority and/or another relevant manager may be arranged before the Appointing Authority 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. 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 Selection Committee are strictly confidential and any contact of an applicant with its members in view of this procedure is strictly 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 (considering the interests of Frontex) will be selected and appointed by the Appointing Authority 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 his/her duties<sup>13</sup>.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD7**<sup>14</sup>. 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	AD7 Step 1	AD7 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	4 318 EUR 19 210 PLN	4 473 EUR 19 900 PLN

<sup>13</sup> Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of CEOS.

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

<b>2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 80.5 correction coefficient applicable for Poland):</b>		
b. Household allowance	287 EUR 1 278 PLN	292 EUR 1 299 PLN
c. Expatriation allowance	908 - 1 136 EUR 4 040 - 5 056 PLN	946 - 1 175 EUR 4 210 - 5 229 PLN
d. Dependent child allowances for each child	380 EUR 1 690 PLN	380 EUR 1 690 PLN
e. Preschool allowance	93 EUR 413 PLN	93 EUR 413 PLN
f. 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 of Officials (the “Staff Regulations”)<sup>15</sup> or in any implementing regulations is weighted by the correction coefficient for Poland (currently 80.5). 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 %. Our package of benefits also includes: sickness and medical insurance, a competitive EU pension scheme, reimbursement for sports and fitness club memberships, language classes and an assistance from the expatriate services team. Find out more about benefits at Frontex by following this [link](#).

Staff is entitled to an 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.

An [accredited European School](#)<sup>16</sup> 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 as of September 2024.

Moreover, the headquarters agreement with the Polish authorities<sup>17</sup> is effective as of 1 November 2017. Under this agreement the Polish authorities may provide the following main benefits to Frontex expatriate staff<sup>18</sup>:

- (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).

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

<sup>15</sup> Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

<sup>16</sup> More details on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

<sup>17</sup> Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

<sup>18</sup> Staff of non-Polish nationality and non-permanent Polish residents.



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 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 respective privacy statement can be accessed [here](#). The legal basis for the selection procedures of temporary staff is defined in the CEOS<sup>19</sup>, in the Management Board Decision No 14/2019<sup>20</sup> and in the Decision of the Executive Director No R-ED-2022-17<sup>21</sup>.

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 HR and Corporate Services Division. The data controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by applicants will be accessible to a strictly limited number of staff within the Human Resources, to the members of the Selection Committee and to Frontex management. If necessary, it will be provided to the staff of the Legal and Procurement Unit, of the Inspection and Control Office, external parties directly involved in the selection process or to respective ICT experts. For the purposes of safeguarding the financial interests of the Union, your personal data may be processed by the Frontex Internal Audit Capability, the Internal Audit Service of the European Commission, the European Court of Auditors, the Financial Irregularities Panel and/or the European Anti-Fraud Office (OLAF).

There will be no automated decision-making or profiling based on the applicants' data.

No data will be transferred to a third country or an international organisation.

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

- For applications received from non-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 of their personal data or, where applicable, the right to object to that 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 the consent to such data processing operations will result in the 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 Human Resources Unit at [jobs@frontex.europa.eu](mailto:jobs@frontex.europa.eu) or Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu).

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

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

<sup>20</sup> Management Board Decision No 14/2019 of 18 July 2019 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

<sup>21</sup> Decision of the Executive Director No R-ED-2022-17 on the recruitment and selection of temporary staff under Article 2(f) CEOS.

## 10. REVIEW AND COMPLAINT PROCEDURE

- Each candidate may request feedback on assessment of his or her application as established by the Selection Committee.
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- After Frontex takes a formal decision on candidate's application, he/she may lodge a complaint against an act adversely affecting him/her.

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 2023.008.20555. 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-2023-00023'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2023-00023>
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](mailto: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.