

Recruitment Notice

European Border and Coast Guard Standing Corps

Frontex Contingent Commanders

(with operational deployments to external borders of Schengen area and/or third countries)

Temporary staff 2(f), AD10¹ (reserve list to be created), procedure no.: RCT-2024-00071²

Grade bracket for internal³ mobility: AD9-AD14 or AD8 having seniority of at least two years in the grade

Grade bracket for interagency⁴ mobility: AD9-AD14

Estimated starting dates: September 2025

Place of employment: Warsaw, Poland

Number of vacancies: 7 posts

Closing date for applications 02 December 2024 at 12:00 h⁵ (midday), Warsaw local time

[Frontex](#), the European Border and Coast Guard Agency, is organising the recruitment to fill vacant posts as members of the [European Border and Coast Guard Standing Corps](#) staff. The selected candidates, following a comprehensive training programme and with consideration of operational needs, will be deployed on a rotating basis throughout their career, to serve as Frontex Contingent Commanders (Temporary staff, AD10).

Frontex strives to achieve gender and geographical⁶ balance of the Standing Corps to the widest possible extent.

Eligibility criteria

To be considered eligible for this recruitment/selection procedure, the following conditions apply:

1.1 External applicants

a) 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 years⁷ (of full-time education).

¹ Type of post: Head of Unit or equivalent (after assignment to a middle-management function, following the initial training period).

² Required level of personal security clearance: SECRET UE/EU SECRET.

³ 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.

⁴ Engagement of an applicant in the grade higher than that for external publication will be possible subject to an availability of respective grades in the establishment plan at the moment of appointment.

⁵ Date of publication: 13 November 2024. The deadline may be extended if required.

⁶ 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.

⁷ Diploma [recognised 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.

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Only the required education will be considered.

b) Required professional experience

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 post acquired after the diploma was awarded and (at the same time) after the condition(s) described in criterion a) above are fulfilled.

Only duly documented professional activity will be considered.

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 considered shall not overlap with other periods of studies or professional experience (e.g. if the candidate 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 the case of part-time work, professional experience will be calculated pro-rata in line with the workload stated by the candidate. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated above shall also be taken into consideration as professional experience if the official documentation is provided.

c) Meet all the following general eligibility requirements on the closing date for applications and before the engagement:

- Be a citizen of a Member State of the European Union or a Schengen Associated country (SAC)⁸ and enjoy full rights as its citizen.
- Have fulfilled any obligations imposed by the laws of that country of citizenship concerning military service.
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties. Candidates shall be required to express their consent to perform tasks during a deployment that require the use of force, including the carrying and use of service weapons, ammunition, and equipment. Therefore, candidates shall provide official clean criminal record certificates issued by his or her relevant national authority, as foreseen in the national legislation. A clean criminal record certificate or equivalent must not be older than six months.
- Be physically fit to perform his/her duties.
- Produce evidence of thorough knowledge of one of the languages of the European Union and satisfactory knowledge of another language of the European Union. As the working language of Frontex is English, candidates will need to prove very good linguistic skills in this language.

If the applicant does not comply with abovementioned criteria, he or she shall be excluded from the recruitment/selection procedure by the selection panel.

1.2 Inter-agency applicants

- a) 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 CEOS⁹ within their agency in a grade and function group corresponding to the published grade bracket.

⁸ Iceland, Liechtenstein, Norway, or Switzerland.

⁹ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials (the "Staff Regulations") and the Conditions of Employment of Other Servants (the "CEOS") of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

- b) Have at least two years' service within their agency before moving¹⁰.
- c) Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹¹.

1.3 Internal applicants

On the closing date for applications and on the day of filling the post, be a member of temporary staff engaged under Article 2(f) of CEOS at Frontex in grade AD9 - AD14, or in grade AD8 having seniority of at least two years in that grade.

2. Application procedure

Instructions on how to apply are listed in ANNEX I.

If applicants submit more than one application for this procedure, Frontex will only consider the first application and will automatically disregard all other applications. Applicants are required to keep a copy of the automatically generated submission code that proves submission of their application.

3. Stages of the selection process

Applications submitted within the deadline will be assessed with regards to general eligibility requirements, as described in the Recruitment Notice, based on declarations made by candidates. Frontex will consider applications for further assessment based solely on information contained in a submitted application form.

No additional documents or information provided by electronic or other means will be accepted. Applications which are deemed eligible will proceed to subsequent stages.

A pre-selection panel will consider all eligible applications using assessment checklists based on the established criteria. Only the candidates who meet the established criteria will be invited for the recruitment and selection stages described below (Stage I, II, III).

Candidates will be selected through the recruitment/selection procedure, conducted in English, which will include the following steps:

STAGE I (online)

- Knowledge test.
- English language proficiency test(s).
- Psychometric test(s).

STAGE II (conducted in Warsaw)

- Physical aptitude test(s).
- Swimming test(s).

¹⁰ According to Article 9(2) 1st subparagraph, of the 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, 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 According to Article 9(2) 2nd subparagraph of the Management Board Decision No 14/2019, 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.

STAGE III

- Additional psychological assessment (in the form of online interview).
- Assessment Centre (conducted online).
- Competency based interview (conducted in Warsaw).
- Medical fitness assessment (conducted in Warsaw).

For candidates who are successful in all tests, the final score for the selection will be determined by the sum of the scores obtained in the knowledge test(s), the psychometric test(s), the physical aptitude tests, the swimming tests and the interview. The English language test(s) will be assessed on a 'pass'/'fail' basis.

Candidates will be listed and ranked in order of scores, from highest to lowest, based on the sum of points obtained in Stages I, II and III of the recruitment/selection procedure. A weight factor will be applied to the scores obtained in Stage I and Stage II. Components, methodology, and weights assigned to the different stages are detailed in ANNEX II.

Medical and psychological criteria for the selection are listed in the ED Decision 2024-108 and available at the following [link](#).

4. Important Recruitment and Selection rules

- a) The pre-selection and selection panels¹² are established to assess the applications and evaluate the skills and competences of the candidates. A list is compiled of the most suitable applicants, ranked from highest to lowest, based on the scores obtained by candidates during the recruitment/selection procedure. On this basis, the panels make recruitment recommendations to the Appointing Authority. The panels are responsible for the management of and for decisions taken in relation to the recruitment/selection procedure.
- b) The selection panels shall ensure strict legal compliance, in accordance with the principles of transparency, equal opportunities, merit and competency, in order to transparently and objectively guarantee equal treatment and non-discrimination. The selection panels will ensure a standardised approach throughout the steps and stages of the recruitment/selection procedure.
- c) To ensure that tests performed in physical presence are conducted properly, at least one member of the selection panels shall be present at all such tests. In the case of personal interviews, the selection panel may not be represented by less than three of its members for any given interview. At least one member of the pre-selection and selection panels will be designated as a representative of the Staff Committee.
- d) Successful candidates shall be offered an appointment following the order of scores obtained during the recruitment/selection procedure, until the number of existing vacant posts within the same recruitment/selection procedure is filled. The remaining listed candidates will be placed in a reserve list following the order of scores. This reserve list remains valid until 31 December of the year N + 1 following its establishment and may be used for future Standing Corps recruitment/selection procedures having the same selection criteria and recruitment conditions. The placement on the reserve list does not guarantee an employment offer.
- e) Before the start of the tests, candidates will be informed of the specific instructions to be followed. It is strictly prohibited to use any fraudulent system of support or (external) assistance during any of the test(s). Should it be found that a candidate has not complied with these instructions or has used a fraudulent and deceptive system, be it human, manually, or electronically assisted, the candidate will be notified during or after the performance of the tests and will be excluded from the recruitment/selection procedure. The final decision will be made by the selection panel on the basis of the report provided by the member of

¹² Management Board Decision No 34/2020 of 10 November 2020 on middle management staff

the pre-selection panel present during the given test, or the reports provided by technical advisors or experts assisting the selection panels.

- f) The pre-recruitment medical examination is performed by a medical service provider contracted by Frontex, in line with a set of medical requirements. The medical requirements for the selection of Standing Corps staff include conditions relevant for the purpose of weapons authorisation. However, weapons authorisation itself will be issued when all required conditions are met by the Officers, including (but not limited to) successful completion of the Frontex Operational Training Programme.
- g) Candidates who have not correctly completed their application will be excluded from the recruitment/selection procedure.
- h) Candidates will be invited to each test once. Requests for rescheduling the date and time of the test will not be granted. Those who do not appear at the given selection stage test in time and in the announced conditions of participation will be excluded from the recruitment/selection procedure. No exceptions will be provided for.
- i) Candidates must participate in all stages of the recruitment/selection procedure. Failure to participate in any test shall lead to exclusion from the procedure. Exclusion from the procedure will be decided by the selection panel.
- j) Results of candidates' tests and assessments in English language proficiency, taken at the same or higher level of complexity as defined in the Common European Framework of Reference for languages, shall remain valid until the beginning of the first Frontex Operational Training Programme 2025.
- k) Results of candidates' tests and assessments in online Psychometric tests at Stage I, taken at the same level of complexity, shall remain valid until the beginning of the first Frontex Operational Training Programme 2025.
- l) To perform the tests at Stage II (physical aptitude and swimming), candidates will be invited to Warsaw only once. For candidates applying for more than one recruitment/selection procedures, the results of the physical and swimming tests will be considered valid for all ongoing Standing Corps recruitment/selection procedures until the beginning of the first Frontex Operational Training Programme 2025. The respective thresholds of the physical aptitude and swimming tests belonging to each Standing Corps recruitment/selection procedures will be applied.
- m) Candidates will be requested to present original documents in support of the information stated in their application form, such as originals of diploma(s) or certificates, and evidence of professional experience clearly indicating the starting, finishing dates and scope of work and workload. Failure to provide such evidence, will lead to disqualification from the recruitment/selection procedure.
- n) Candidates are expected to report any issues related to their fitness (physical, medical, and psychological).
- o) It is expected that candidates demonstrate a high level of professionalism and integrity. A zero-tolerance approach will be applied to disrespectful behaviour towards either Frontex staff, trainers, instructors, or other candidates during all steps of the recruitment/selection procedure.
- p) The use of narcotic drugs, psychotropic substances, and/or other prohibited pharmacological substances, as well as the use of stimulants, or any type of doping which (according to international sports rules) may increase physical capacity or modify the results of physical fitness tests is strictly prohibited. Participation in the recruitment/selection procedure includes an explicit compliance with this policy. Failure to respect this rule will lead to the exclusion of the candidate from the procedure.
- q) The work and deliberations of the selection panel are strictly confidential and any direct or indirect contact by a candidate with its members regarding the recruitment/selection procedure is absolutely forbidden.

- r) Only successful candidates will be invited to the next steps/stages of the recruitment/selection procedure. Regular updates about the status of the recruitment/selection procedure will be available for all candidates on the careers section of the Frontex website.
- s) Information about performance or assessment of other candidates will not be provided.

5. Selection criteria

All the applications and tests assess a combination of certain selection criteria defined in the Recruitment Notice (some criteria will be assessed/scored only for shortlisted candidates during interviews and/or tests). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more stages of the recruitment/selection procedure. Top performing candidates will be invited for an interview with the selection panel.

To ensure the efficient processing of a large number of applications, the order of tests or assessments may be subject to change.

Essential professional competencies:

- a) At least 12 years of proven professional experience in EU Member States dealing with duties related to the tasks assigned. This must include professional experience of at least 6 years in an officially appointed management role (managing human and financial resources), particularly one leading and developing complex organisational structures; this management experience must be in the areas of border checks, border surveillance, coast guard activities, countering different types of cross-border crime, immigration and return-related activities, police, customs or national defence/military services or other national security functions where management experience is clearly evidenced.
- b) Very good knowledge of EU legislation related to Frontex and border and/or coast guard functions and/or return related activities, as well as of the functioning of EU institutions and bodies, including operational cooperation between European and international organizations.
- c) Understanding and ability to implement the following areas of leadership: Vision, Empowerment, Connection, Transparency and Ownership.
- d) Awareness of the basic legal acts applied by the Agency in day-to-day staff management (CEOS and Implementing Rules).
- e) Excellent drafting skills, experience in drafting reports, briefing notes/memos, and concept papers.
- f) Knowledge of risk management practices.
- g) Awareness of Fundamental Rights and their implementation in the law enforcement sector.
- h) Possession of a valid driving licence of at least Category B for manual transmission issued by the competent authority of an EU Member State/Schengen Associated Country, by the deadline for submission of applications.
- i) Acceptance and readiness to perform tasks that require the use of force, including the carrying and use of service weapons, ammunition, and equipment.

Essential personal and other related competencies/criteria:

- a) Ability to take decisions in complex and fast evolving situations.
- b) Strong motivation to serve as a member of the Standing Corps.

- c) Ability to constitute an example in attitude and performance of duty against the background of a law enforcement culture.
- d) Very good knowledge of the English language - communication skills at least at C1 level, as defined in the Common European Framework of Reference for languages¹³.
- e) High level of professionalism, integrity, responsibility, and adherence to high ethical values.
- f) Physical and psychological fitness, resilience, and the ability to maintain such fitness in the undertaking and passing of specific physical, psychological, swimming, and medical tests and subsequent professional training. For the purpose of recruitment, details about the physical, psychological, swimming and medical assessment are provided in ANNEX II.
- g) Not being diagnosed with or being treated for illnesses or psychological disorders which would impair candidates' abilities in independent judgment and in the general safe performance of the duties of a European Border and Coast Guard Standing Corps member (including necessary and proportionate use of force and weapons).
- h) ICT knowledge and skills needed to act as a Standing Corps member.

General management and leadership skills:

- a) The ability to set and revise objectives for the entity within the overall strategic framework and priorities of the Agency.
- b) The ability to determine and focus on priorities and to monitor and evaluate progress made towards achieving the entity's and team members' objectives, in cooperation with other teams.
- c) The ability to organise, distribute and manage the entity's work among the members of the team and to set members challenging, but realistic, objectives.
- d) The 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.
- e) The ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the entity's objectives.
- f) The ability to motivate members of the team to achieve the desired results and, in addition, to provide regular feedback on team members' performance, acknowledging success and the need for improvement in order to enable them to achieve their objectives and greatest potential.
- g) The ability to develop and support career development and learning opportunities for the members of the team.

Communication skills:

- a) The ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
- b) The ability to solicit inputs from and listen to staff, partners, and stakeholders.

¹³ [Common European Framework of Reference for Languages - self assessment grid](#)

Interpersonal skills:

- a) The ability to deal with people effectively, respectfully, and courteously.
- b) The ability to build productive and cooperative working relationships with hierarchy and other units and colleagues.

Negotiation skills:

- a) The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

Advantageous criteria:

- a) Work experience at Headquarters of a National authority and/or EU public administration and/or international organisation, supervising at least one of the main tasks covered by Frontex (i.e. border checks, border surveillance, coast guard, customs or maritime activities, countering different types of cross-border crime, return-related activities).

The job offer is conditional to the candidate fulfilling the following requirements:

- a) Sign declarations in relation to potential conflicts of interest, to the completion of military service (where applicable) and a compulsory declaration before engagement.
- b) If keeping relations with the former employer: produce a document confirming the placement on unpaid leave by the former employer covering the period of employment by Frontex as stated in the job offer.
- c) Be in possession and/or submit to Frontex documents required to obtaining a personal security clearance at the level of SECRET UE/EU SECRET.

6. Rules, conditions, and expectations applicable to the entry level training and to the Operational Training Programme (OTP)

As prospective European Border and Coast Guard Standing Corps Contingent Commanders, the Officers will undergo a comprehensive training programme designed to equip them with the necessary knowledge, skills and competences for your role. The training will consist of a full-time extensive training period covering border and coast guard matters and leadership training. It will take place in one or more training institutions across EU Member States/Schengen Associated Countries. If required, some training activities might take place outside training centres, especially to provide the learners with direct experience of tasks connected to the position.

During the training, knowledge, skills and competences will be regularly assessed to verify that Officers meet the expected learning outcomes of the programme. They should be prepared for the possibility of early morning or night activities, which aim to train them in simulated scenarios they may encounter in the field as part of future job. Physical activities, use of force and shooting training are integral parts of the programme.

A crucial further part of the training is a mandatory experiential learning phase, providing the Officers with hands-on experience of the role. This phase might require them to participate in weekend and night shifts upon proper assignment to shiftwork duties.

The training is fully organised and run by Frontex. The working language is English and all elements of the training programme, such as the training material, lectures and tests will be conducted in English.

To consider a travel for business purposes as a mission, a perimeter of 50 km surrounding the Agency's seat is set.¹⁴ If parts of the training are held at a location more than 50 km from the seat of the Agency, participation in such training may be classified as 'travelling on a mission.' In this case, full board accommodation in shared rooms, with

¹⁴ Article 2.1 of the Administrative Notice No R-AN-2022-3 on guidance of practical implementation of Mission Rules

two persons per bedroom, will be provided. Due to the intense nature of the training schedule and the requirements of the service, annual leave will be limited to the breaks in the training programme, to ensure that the Officers complete the full programme and remaining focused and fully engaged in their development.

Additionally, specific duties connected to the training programme or hosting Member State institution rules, might restrict the Officers ability to enter or leave the training centre premises at certain times.

The training programme does not include recognition of prior learning. Therefore, even if the Officers have previously completed the Frontex Operational Training Programme for the European Border and Coast Guard, they will still need to undergo the managerial training programme for Commanders.

7. Tasks after successful completion of the OTP for European Border and Coast Guard Frontex Contingent Commanders

After successful completion of the compulsory training, the European Border and Coast Guard Standing Corps member will be assigned to a managerial role and will be deployed to become the frontline of the European Standing Corps, dealing upfront and hands-on with routine and challenging situations at the EU and Schengen external borders. The successful candidate will be put on a managerial trial for nine-months as a ‘probationer middle manager’¹⁵.

Some of the tasks listed below may require use of force and/or service weapons in accordance with the national law of the host country, and in the presence of border or coast guards of the host country. Such use shall comply with the principles of necessity, proportionality, and precaution.

Recruited newcomers are expected to agree to receiving recommended (and certified) vaccinations within the provision of preventive occupational safety measures and of public health.

After their initial training period and having been assigned to a managerial role, the Frontex Contingent Commanders will perform the following tasks:

- a) Lead and manage Frontex Contingents (FC) consisting of up to 600 Standing Corps members and other support/administrative staff, as well as technical equipment allocated to the FC.
- b) Manage and monitor the implementation of operational activities based on the operational plans, including the respect of fundamental rights and the report of potential non-compliance.
- c) Represent the Agency with external stakeholders, when delegated.
- d) Be responsible for the management of the financial resources of the FC as assigned.
- e) Cooperate with the Fundamental Rights Monitor(s) assigned to the respective FC.
- f) Manage and supervise and/or support the performance of border and migration management tasks, such as border checks, border surveillance, registration of migrants, gathering information, document, identity, and vehicle checks, preventing, and combating cross-border crime and return.
- g) Manage and supervise and/or support logistics related tasks and manage the supply chain in operational activities for the entire FC, with the support of experts in logistics, in line with established scope and procedures.
- h) Contribute to the planning and support evaluation of operational activities in her/his respective FC.

¹⁵ Article 17 of the Management Board Decision 34/2020 on middle management staff

8. Deployment and other work conditions as Frontex Contingent Commander

European Border and Coast Guard Standing Corps will be deployed on a rotational principle throughout their career. Deployment and/or redeployment to operational areas could result in being stationed at the external borders of the European Union or in third countries. The deployments may take several years. Standing Corps members should not expect to be deployed only to areas/locations of their personal preference.

European Border and Coast Guard Standing Corps may be required to work in shifts during nights/weekends/public holidays and often in challenging and harsh weather conditions. Subject to operational needs, they may also be requested to remain on stand-by and called to perform operational tasks, should such a need occur at a short notice.

9. Probationary period¹⁶ of the contract

A contract of employment will be offered for a period of five years, with a probationary period of nine months. A report will be prepared one month before the expiry of the probationary period at the latest, detailing the ability of the newcomer to perform the duties pertaining to the post and their efficiency and conduct in the service.

A mid-term review may be provided to assess newcomers' progress and suitability to perform their duties. These will be assessed through specific tests, in view of the objectives covered by the specific and mandatory European Border and Coast Guard Standing Corps' training programme (as described in point 6 above). Various modules of the programme will be assessed by exams. Acquired knowledge, skills, responsibility, autonomy and attitude will be assessed against the requirements of the European Border and Coast Guard Standing Corps training programme. Fundamental Rights competences are horizontally integrated in all chapters throughout the entire programme.

During the training, there will also be various aptitude tests which will be used to assess candidates' ability to perform duties with executive powers.

Failure to successfully complete the European Border and Coast Guard Standing Corps training programme may result in dismissal.

10. Contract of employment

The selected top-ranked successful candidates will be offered a contract of employment by the Appointing Authority of Frontex. To be engaged, the successful candidates should be available for the job for the starting date indicated in the job offer.

The successful external candidates will be engaged as temporary staff pursuant to Article 2(f) of the CEOS. The temporary post in question is placed in the following function group and grade: AD10¹⁷. The duties will be extended to include middle management tasks after the initial training period and after being assigned to a commanding function. For additional information please check ANNEX III.

11. Communication

Any questions regarding the content of this Recruitment Notice or the recruitment/selection procedure should be sent to AD10StandingCorps@frontex.europa.eu. In all correspondence, candidates must state their name and e-mail address as given in their application form.

12. Frontex and Fundamental Rights

Frontex considers respect for the protection of Fundamental Rights to be an unconditional and essential component of effective integrated border management. Frontex strictly adheres to the Charter of Fundamental Rights of the

¹⁶ Article 17 of the Management Board Decision 34/2020 on middle management staff shall apply to the newly appointed middle manager's trial period - this trial period will start to run after the completion of the initial training and after the assignment to the managerial (Commanding) function.

¹⁷ For current EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

European Union, the European Convention for the Protection of Human Rights and Fundamental Freedoms, as well as relevant international law. For more information about Fundamental Rights in Frontex visit the link [here](#).

Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

13. Personal Data Protection

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 to the confidentiality and security of such data.

The legal basis for the recruitment/selection procedures of temporary staff is defined in the CEOS¹⁸, in the Management Board Decision No 14/2019¹⁹ and in the Decision of the Executive Director No R-ED-2024-106²⁰.

The purpose of processing personal data is to enable recruitment/selection procedures to be properly carried out.

The recruitment/selection procedure is conducted under the responsibility of the Human Resources Unit within the Human Resources and Corporate Services Division of Frontex. The controller for personal data protection purposes is Frontex, the responsible unit being the Human Resources Unit. The information provided by applicants will be accessible to a strictly limited number of staff within the Human Resources Unit and IT experts, to the members of the pre-selection panel and selection panel and to Frontex management. If necessary, it will be provided to staff of the Legal and Procurement Unit, of the Inspection and Control Office, or to external parties directly involved in the selection process. 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. The data storage policy is as follows:

- a) For applications received from non-selected applicants: the data are filed and stored in archives for 2 years. After this time the data are destroyed.
- b) For candidates placed on a reserve list but not recruited: the data are kept for the period of validity of the reserve list +1 year. After this time the data are deleted.
- c) 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. After this time the data are destroyed.

Applicants have the right to request access to, rectification or restrictions on the processing of their personal data, or, where applicable, the right to object to such processing or the right to data portability. In case of identification data, applicants can rectify such 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

¹⁸ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

¹⁹ 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.

²⁰ Decision of the Executive Director No R-ED-2024-106 of 23 October 2024 on recruitment and selection of temporary staff under Article 2(f) and contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Union.

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/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 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).

14. Review and Complaint Procedure

- a) Each applicant may request feedback on the assessment of his/her application as established by the pre-selection panel and the selection panel.
- b) If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- c) Additionally, the candidate may exercise their right to lodge a complaint under Article 90(2) of the Staff Regulations within three months from the contested decision.

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

Application Procedure

The Frontex application form is available for download (as a dynamic PDF form) on the Frontex website under the link “Apply” provided within each recruitment/selection procedure publication. This digital application form is uniquely created for each recruitment/selection procedure (and shall not be reused for other applications/procedures).

The Frontex Application Form must:

- 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/>).
- Not be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, candidates shall not try to manipulate and/or alter the form. Attempted manipulations will cause the digital signature to disappear, and the application form will become invalid for subsequent processing, resulting in automatic rejection of the form on submission.
- 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.
- Be saved and named as follows: SURNAME_RCT-2024-00071.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2024-00071>
- If technical challenges with the online portal are encountered or the system becomes unavailable, please send an email to AD10StandingCorps@frontex.europa.eu without delay including proof of the reported technical issue (full-screen screenshot) and your completed application.

Should a candidate submit more than one application for this procedure, Frontex will only assess the first application and will automatically disregard all other applications.

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

Candidates considered for engagement will be requested to supply documentary evidence in support of the statements made in the application. They should not, however, attach any supporting or supplementary documentation to an application until 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.

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

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

Candidates 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 candidates may eventually encounter in the very last moment before the deadline.

Applicants are required to keep a copy of the automatically generated submission code that proves submission/upload of the application to Frontex.

Due to high volume of recruitment/selection procedures handled by Frontex, the period between the closing date for the submission of applications and tests/interviews may take significant amount of time.

Components, Methodology and Weight of Tests

Applications submitted within the deadline will be assessed with regards to general eligibility requirements as described in the Recruitment Notice, based on declarations made by candidates. Only the first application submitted by a candidate will be considered as valid. Candidates must not send incomplete applications. Frontex will consider applications for further assessment based solely on what is clearly written in the application form. Additional documentation or information sent by electronic mail or other means will not be considered.

Applications which are deemed eligible will be processed to the next stages.

A screening of applications by the pre-selection panel against certain essential selection criteria will take place. Only the candidates who meet the selected essential criteria will be invited for the next stages of the recruitment/selection procedure, as described below.

The weight of Stage I and Stage II is distributed as follows:

- Stage I: 75%.
- Stage II: 25%.

1. Stage I

While processing the applications, Frontex may assess/score certain selection criteria jointly, and some criteria may be assessed/scored in two or more steps of the recruitment/selection procedure.

- a) All tests in Stage I will be conducted online.
- b) Candidates' identity shall be verified before starting the tests, and their performance during the test can be monitored.
- c) Before the start of the tests in each stage, candidates will be informed about the specific instructions to be followed.
- d) Candidates will need a computer or smart device (tablet) connected to the Internet with functional front-facing camera, headphones (for the listening exam), and microphone (for the speaking exam).
- e) It is the responsibility of each candidate to ensure that the test is taken in suitable conditions.
- f) Should it be found that the test was taken with external support of any kind, the results will be annulled, and the candidate will be disqualified from further steps of the recruitment/selection procedure.
- g) Failure to take part in the test in allotted time will result in disqualification from further assessments. It will not be possible to reschedule the date and time of the test.

1.1 Knowledge test

- a) This test assesses candidates' overall level of understanding of a range of essential competencies under time pressure. It consists of a multi-question exercise, each with a statement and at least three alternative responses out of which only one will be correct.
- b) An incorrect response given to a question will deduct half the value of one correct response. Unanswered questions will be scored with zero points. Random responses to questions are discouraged.
- c) Candidates will have a limited amount of time to submit the test.
- d) The questions will be related to the following topics:
 - EU legislation related to Frontex and border and/or coast guard functions and/or return related activities.
 - Functioning of the EU institutions and bodies, including operational cooperation between European and international organisations.
 - Fundamental Rights and their implementation in the law enforcement sector.
 - Professionalism, integrity, responsibility, and adherence to high ethical values.
 - Risk management.

- e) 0 to 10 points will be awarded to each individual candidate. Only candidates who reach the minimum total score of 3 points can proceed to the next test. All other candidates will be excluded from the recruitment/selection procedure and will not be invited to the next tests.

1.2 English language proficiency test

- a) The test will be recorded by the candidate's camera and microphone during its entire duration.
- b) The English language test will be conducted with the support of an external contractor and will consist of the following components: listening, speaking, reading, and writing.
- c) Candidates who do not meet the minimum requirements according to Common European Framework of Reference for Languages (CEFR) for each of the tested components (reading, listening, speaking, writing), will be excluded from the procedure and will not be invited to the next tests.
- d) The threshold is set at C1 level, as defined in the Common European Framework of Reference for languages.

1.3 Psychometric tests

- a) The Psychometric tests will be conducted with the support of an external contractor.
- b) The tests consist of multiple-choice questions with a statement and at least three alternative responses, out of which only one is correct. Candidates will have a limited amount of time to submit their answers.
- c) These tests are designed to measure candidates' decision making and judgement in work-like situations. They will focus on verbal and abstract reasoning.
- d) 0 to 10 points will be awarded to each candidate per test. The final score will be the average of the two individual scores. Candidates who do not reach the minimum score of 3 points on each test will not proceed to the next stage and will be excluded from the selection process.

Upon finalisation of Stage I, candidates will be listed and ranked in order of scores, from highest to lowest, based on the sum of points obtained in the Knowledge test and in the Psychometric test. Candidates that fail the English language test and/or do not reach the minimum scores required in the knowledge test and/or in the psychometric tests will be excluded from the next steps of the recruitment/selection procedure.

The one hundred (100) top scoring candidates will proceed to Stage II of the recruitment/selection procedure, as described below.

When two or more candidates score the same points, the order of applicants shall be established considering the following order of priority:

1. Overall score of the knowledge test.
2. Number of correct responses to the knowledge test.
3. Final score of the psychometric test.

If two or more candidates score the same points and the rules of order priority do not resolve the tie, a higher number of candidates shall proceed to Stage II.

The final list and order of candidates who will proceed to the next stage will be confirmed by the selection panel.

2. Stage II

To be allowed to take part in the physical aptitude tests, candidates must provide the selection panel with a medical certificate issued not earlier than 10 days prior to the tests by an authorized medical specialist of one of the Member States stating that the candidate meets the physical conditions necessary for the performance of the tests detailed in this annex. The document may be provided in any of the official languages of the European Union. Failure to provide such a document may result in the exclusion of the applicant from the recruitment/selection procedure.

Each exercise of the physical aptitude test shall be scored from 0 to 5 points, as set out in the tables below. The final score of this test shall be the result of the sum of the scores obtained in each exercise. Candidates who score

below the minimum of 5 points overall or score 0 points in any individual exercise will be excluded from the recruitment/selection procedure.

Each exercise of the swimming test shall be scored from 0 to 2.5 points, as per below table. The final score of this test shall be the result of the sum of the scores obtained in each exercise. Candidates who score 0 points in any individual swimming exercise will be excluded from the recruitment/selection procedure.

The Stage II score shall be the result of the sum of the physical aptitude tests result and the swimming tests result. Candidates will be ranked from highest to lowest score based on the final score obtained.

No audio-visual recording shall be permitted as it may affect the security, the right to personal privacy and the personal image of the persons involved.

2.1 Physical aptitude tests

The criteria to be assessed throughout the recruitment/selection procedure are strength and endurance:

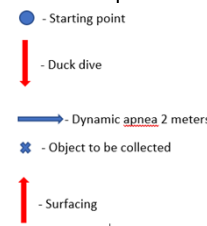
No.	Motoric	Exercise	Unit of measurement	Range		Points assigned
				Male	Female	
1	STRENGTH	<u>Push-ups</u>	number of repetitions within 90 sec.	≥40	≥15	5
				29-39	11-14	4
				23-28	9-10	3
				17-22	7-8	2
				11-16	5-6	1
				<11	<5	0
2	STRENGTH	Plank	time (in sec)	≥110	≥100	5
				90-109	80-99	4
				80-89	70-79	3
				70-79	60-69	2
				60-69	50-59	1
				<60	<50	0
3	ENDURANCE	<u>Multistage 20-m Shuttle Run Test (Beep Test)</u> ²¹	level/number of sections	≥9.1	≥7.6	5
				7.1-9.0	6.1-7.5	4
				6.1-7.0	5.6-6.0	3
				5.6-6.0	5.1-5.5	2
				4.6-5.5	4.1-5.0	1
				<4.6	<4.1	0

2.2 Swimming test

The criteria to be assessed throughout the recruitment/selection procedure are swimming and diving:

No.	Motoric	Exercise	Unit of measurement	Time	Points
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²¹ Beep Test version Léger and Lambert (1982) - the test involves running back and forth between two points 20 meters apart. Each run must be synchronised with a pre-recorded audio track which plays beeps (hence the name 'beep test') at regular intervals.

				Male	Female	assigned
1	SWIMMING ABILITY	Swim 50 meters (25 meters crawl style followed by 25 meters breaststroke style - nonstop)	I) The candidate must execute the 50 m in a ventral technique, 25 meters crawl style followed by 25 meters breaststroke style, with breathing control, after jumping from the edge of the pool or starting inside the pool and without stopping. II) Only one attempt is allowed.	$X \leq 1'$	$X \leq 1'15''$	2.5
				$1'1'' \leq X \leq 1'24''$	$1'16'' \leq X \leq 1'34''$	2
				$1'25'' \leq X \leq 1'34''$	$1'35'' \leq X \leq 1'44''$	1.5
				$1'35'' \leq X \leq 1'49''$	$1'45'' \leq X \leq 1'59''$	1
				$1'50'' \leq X \leq 2'$	$2'00'' \leq X \leq 2'15''$	0.5
				Above 2'	Above 2'15''	0
2	SWIMMING /DIVING ABILITY	Freediving - dynamic apnea - diving and object collection (Picking up 2 objects from the bottom of the swimming pool)	I) Starting in flotation, the candidate must dive to the bottom then swim underwater until the first object which is 2 meters of distance from the starting point, retrieve the object and continue in dynamic apnea until the next object, retrieve it and bring both of them to the surface, placing them on the edge of the pool. <u>The objects:</u> shackles should weigh approximately 0.2 kg, will be positioned lying on the bottom of the swimming pool at depths between 1.4 meters and 2.5 meters. II) The candidate needs to dive directly to the swimming pool bottom and only after start moving towards the object. III) Two attempts are allowed. IV) Swimming goggles are allowed.		-	2,5 if passed at the first attempt 1,5 if passed at the second attempt 0 if failed

2.3 Results after completing Stage I and Stage II

Upon finalisation of Stage II, candidates will be listed and ranked in order of scores, from highest to lowest. The score after completing Stages I and II will be calculated based on the sum of points obtained in these stages, and applying a weight as below:

$$\text{Score} = (\text{total score of Stage I} \times 75\%) + (\text{total score of Stage II} \times 25\%)$$

The forty (40) highest scored candidates will proceed to Stage III. When two or more candidates score the same points a higher number of candidates shall proceed to Stage III. The pre-selection panel may decide to invite a higher number of candidates to participate in Stage III.

3. Stage III

3.1 Psychological assessment

The successful candidates will be invited to a psychological evaluation with the support of an external provider. The evaluation will include a personality questionnaire and a role play (situational judgment, decision-making skills). Candidates who fail the psychological assessment will be excluded from the recruitment/selection procedure.

The psychological assessment will include:

- A personality questionnaire.
- A role play.
- A psychological interview.

3.2 Assessment Centre

The candidates who succeed in the psychological evaluation will be invited to the Assessment Centre organised by an external contractor. The Assessment Centre shall evaluate the candidates' potential and shall provide an in-depth analysis of managerial skills, adaptability, and other core competencies. It shall comprise exercises as well as in-depth interviews focussed on management skills.

The assessments require almost a full day to complete and are performed remotely. The results of the Assessment Centre will be shared with the selection panel.

3.3 Interview with a Selection Panel

In order to verify the candidates' suitability for the role, a competency-based interview will be carried out on the basis of pre-established selection criteria. A selection panel may be supported by the advice of specialists when deemed necessary, who will act as observers to the interview.

The interview shall address the selection criteria and will aim at determining and confirming the suitability of the candidates for the development of border and coast guard duties. The interview shall be evaluated with scores, using a pre-established methodology by the selection panel, and based on questions that will be addressed to the candidate for each one of the criteria to be assessed.

The results of the candidates' tests carried out during this recruitment/selection procedure will be made available to the selection panel, as well as the application form.

For assessing the candidate, the selection panel shall consider the following criteria:

1. Motivation to serve as a member of the Standing Corps.
2. Professional experience dealing with duties related to the tasks assigned.
3. Attitude and performance of duty against the background of a law enforcement culture.
4. Communication and ability to express complex subjects in simple way.
5. Ability to solicit inputs from and listen to staff, partners, and stakeholders.
6. Drafting skills, drafting reports, briefing notes/memos, concept papers.
7. Understanding and ability to implement the following areas of leadership: Vision, Empowerment, Connection, Transparency and Ownership.

For the assessment of the interview, each candidate may be awarded up to 7 points.

The top-scoring candidates following the interview with the selection panel will be considered for possible engagement, considering also interest of service for gender and geographical balance among Standing Corps staff.

The candidates will be invited for pre-recruitment medical examination.

4. Pre-recruitment medical examination

The pre-recruitment medical examination is performed by a medical service provider contracted by Frontex in line with a set of medical requirements. The medical and psychological criteria for the selection of Standing Corps staff include conditions relevant for the purpose of weapons authorisation. However, the weapon authorisation as such will be issued when all required conditions are met, including (but not limited to) successful completion of the Frontex Operational Training Programme.

What We Offer

Frontex is based in Warsaw, Poland. We offer a contract of employment for a period of five years²² with a probationary period²³ of nine months. The contract may be renewed once for a period of five years.

The staff member's remuneration consists of a basic salary and allowances. The staff member may be entitled to various allowances, in particular to a management allowance, 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 (after all deductions, contributions and taxes are applied)	6 071 EUR 27 012 PLN	6 271 EUR 27 901 PLN
2. Managerial allowance (once granted)	200 EUR 890 PLN	201 EUR 895 PLN
3. Other possible monthly entitlements/allowances , depending on the personal situation of the candidate (expressed as gross amount weighted by 80.7 correction coefficient applicable for Poland):		
a. Household allowance	349 EUR 1 554 PLN	356 EUR 1 585 PLN
b. Household allowance with management allowance	356 EUR 1 585 PLN	364 EUR 1 619 PLN
c. Expatriation allowance	1 358 - 1 602 EUR 6 042 - 7 128 PLN	1 415 - 1 660 EUR 6 296 - 7 387 PLN
d. Expatriation allowance with management allowance	1 415 - 1 660 EUR 6 296 - 7 387 PLN	1 475 - 1 721 EUR 6 561 - 7 657 PLN
e. Dependent child allowances for each child	392 EUR 1 745 PLN	392 EUR 1 745 PLN
f. Preschool allowance	96 EUR 426 PLN	96 EUR 426 PLN
g. Education allowance for each child up to	532 EUR 2 368 PLN	532 EUR 2 368 PLN

The gross amount for shift allowance is **1121.41** euros per month (weighted by **80.7** correction coefficient applicable for Poland). The gross amount for standby duty allowance is calculated by multiplying 1.108 by the number of points collected per month (where 2 points are collected per hour during weekdays and 4 points are collected per hour during weekends/public holidays, weighted by 80.7 correction coefficient applicable for Poland).

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations of Officials (the "Staff Regulations") or in any implementing regulations is weighted by the correction coefficient for Poland (currently 80.7). 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%.

²² Management Board Decision 14/2019 shall apply in case of internal mobility.

²³ Article 17 of Management Board Decision 34/2020 shall apply to newly appointed middle manager.

An [accredited European School](#)²⁴ operates in Warsaw to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school offers the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam).

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities²⁵ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²⁶, which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

- (a) Reimbursement of VAT on purchases of household goods and furniture to assist a newcomer to settle in Warsaw.
- (b) Reimbursement of VAT and excise tax (if applicable) on a purchase of a motor-vehicle.

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. Parental leave and special leave for certain *circumstances such as marriage, birth or adoption of a child, are granted.*

Being a knowledge-based organization, Frontex 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 members are part 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 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, and is also 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 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 Recruitment 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. Should selected applicants not currently hold a valid security clearance at the above-mentioned level, Frontex will request clearance from the National Security Authority of the applicants' state of citizenship. Should a candidate fail to obtain the required personnel security clearance or should the National Security Agency issue 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.

²⁴ More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](#).

²⁵ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²⁶ Polish citizens and permanent residence holders are excluded.