

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2024-00074

Deputy Head of Operational Preparedness and Deployment Unit,

Head of Pre-Deployment Organisation Sector,

Head of Operational System Development and Evolution Sector and

Head of Operational Finance Office in the Operational Support Division

Posts (business title):	Deputy Head of Operational Preparedness and Deployment Unit (1 post), Head of Pre-Deployment Organisation Sector (1 post), Head of Operational System Development and Evolution Sector (1 post), Head of Operational Finance Office (1 post). <i>(a reserve list to be created for 4 posts to be filled)</i>
Sector/Unit/Division:	Operational Support Division
Function group / Grade / Post title:	Temporary staff, AD9, Principal Administrator ¹
Grade bracket for internal mobility ² :	AD8-AD12
Grade for inter-agency mobility ¹ :	AD8-AD12 ³
Location:	Warsaw, Poland
Starting date:	Second quarter 2025 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET (Deputy Head of Operational Preparedness and Deployment Unit) CONFIDENTIEL UE/EU CONFIDENTIAL (Head of Pre-Deployment Organisation Sector, Head of Operational System Development and Evolution Sector and Head of Operational Finance Office)
Closing date for applications	<u>(MIDDAY) 10 December 2024 at 12:00 h⁴, Warsaw local time</u>

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¹ Type of post: Administrator.

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

³ Engagement of an applicant in grade higher than AD8 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

⁴ Date of publication: 08 November 2024.

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1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁵. The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to 2,500 to meet its expanding tasks.

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

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected 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.

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

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

⁵ 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 OPERATIONAL SUPPORT DIVISION

Mission

The mission of the Operational Support Division is to ensure the operationalisation of the resources of the Agency by making available human resources, technical capabilities, services, financial and IT resources for the exhaustive execution of operational activities.

The Division is led by the Director of Operational Support Division who reports to the Deputy Executive Director for Operations.

The Operational Support Division (OSD) is composed of the following entities:

1. Operational Preparedness and Deployment Unit (PDU);
2. Operational Support System Unit (OSSU);
3. Operational Finance Office (OFO).

Main tasks

- Preparing, organising and implementing Standing Corps officers' deployments, managing rotations and ensuring the allocation of Standing Corps personnel according to operational and return priorities, as decided by the Operation Management and Return Divisions.
- Proposing integrated deployments solutions by coordinating and optimising the organised deployments of available human resources, technical capabilities, services, financial and IT resources.
- Managing all financial grant agreements for personnel and resources deployed within Frontex operational activities.
- Providing development, technical and operational support for ensuring operational excellence in document and identity control for European Border and Coast Guard field activities.
- Ensuring the prioritized delivery of IT support systems designed to provide operational benefits for Frontex operations
- Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division.

1. Operational Preparedness and Deployment Unit

The Operational Preparedness and Deployment Unit (PDU) is led by the Head of Unit who reports to the Director of the Division.

The Head of Unit is supported by a deputy, who reports to him/her.

Operational Preparedness and Deployment Unit (PDU) is composed of the following entities:

- (a) Pre-Deployment Organisation Sector (POS).
- (b) Deployment Sector (DEPLOY).
- (c) Quality and Process Management Sector (QPM).
- (d) Antenna Office Monitoring Sector (AOM).

Main tasks:

- Developing integrated deployment solutions matching the operational needs.
- Organising Rotations planning and implementation in coordination with operational entities.
- Ad-hoc redeployments processing.
- Preparation of Executive Director Decisions and Management Board Decisions.
- Deal with complaints management and disciplinary matters.
- Coordination of the process of performance/deployment assessments and probationary & annual appraisals of Standing Corps officers.

Pre-Deployment Organisation Sector

The Pre-deployment Organisation Sector (POS) is led by the Head of Sector who reports to the Head of Unit. The main tasks and responsibilities of the Pre-deployment Organisation Sector (POS) are as follows:

- Developing integrated deployment solutions matching the expressed operational needs (coordinating the timely deployment of human resources, technical equipment, and services).
- Coordinating the participation of Standing Corps officers in compulsory tests/examinations and trainings as well as contributing to career development or own initiative training requests in cooperation with Human Capital Division and Human Resources Unit.

- Contributing to the development the individual training maps as well as dealing with personal and professional competence management for Standing Corps in cooperation with the Human Capital Division.
- Coordinating the selection and involvement of Standing Corps officers in training activities as trainers with the Human Capital Division.
- Contributing to the development of Standing Corps training programs, assistance in assessment of grants for training activities.
- Provide and allocate human and technical resources to the operational activities in cooperation with Capability Transformation Division and Operational Management Division.
- Administer resources related records in OperaEvo in cooperation with Operational Management Division.
- Represent Operations Directorate in Annual Bilateral Negotiations in cooperation with Operational Management Division.

2.Operational Support System Unit

The Operational Support Systems Unit (OSSU) is led by the Head of Unit who reports to the Director of the Division.

The Operational Support Systems Unit (OSSU) is composed of the following entities:

- (a) Operational System Development and Evolution Sector (OSDE).
- (b) Operational System and Document Community Outreach Sector (OSDO).
- (c) Centre of Excellence for Combatting Document Fraud Sector (CED).
- (d) Document and Identity Operational Support Sector (DIOS).

Main tasks:

- Establishing and maintaining viable conditions to enable the development of operational support systems and operational excellence in document and identity control.
- Providing support systems and specialised expertise to simplify the management of operations and enhance their impact, including the performance of other law enforcement's bodies.
- Ensuring the prioritized development, maintenance, upgrades and evolution of IT operational support systems from business perspective.
- Ensuring that IT operational support systems developed on behalf of the Operational Management Division match the users' needs from an operational perspective.
- Providing specialised expertise in identity, document and vehicle control and host the Centre of Excellence for Combatting Document Fraud (CED).
- Providing operational know-how, including the support for development, establishment, and evolution of the 24/7 Document and Identity Control Helpdesk, and its human resources operating remotely and in Frontex Standing Corps activities.
- Providing specialist and advanced level document and vehicle control expertise to enhance the quality of border management and other law enforcement activities based on and ensuring the implementation of the False and Authentic Documents Online system (FADO) Regulation (EU) 2020/493.

Operational System Development and Evolution Sector

The Operational System Development and Evolution Sector (OSDE) is led by the Head of Sector who reports to the Head of Unit.

The main tasks and responsibilities of the Operational System Development and Evolution Sector (OSDE) are as follows:

- Managing the business component of the Agency for the implementation of operational support systems to facilitate their utilization in operational activities.
- Driving the transformation path towards operationalization and maintenance of operational support systems, ensuring their alignment with current and future business needs, by organising routine end-user satisfaction audits and testing activities.
- Managing, in coordination with the Project Management Office and the Digital Services Unit, external contractors' activities pertaining to the Unit and performing the related function of risk and contract management.
- Exploiting synergies between operational support system to increase efficiency of operations and effectiveness of resources and costs efficiency, managing a business service desk for operations and user access management on a need-to-know basis.
- Ensuring that ICT developed operational support systems meet the needs of operations.

3. Operational Financial Office

The Operational Finance Office (OFO) is led by the Head of Office who reports to the Director of the Division.

Main Tasks

- Managing of grant agreements related to the costs incurred by resources (human, light, and heavy technical equipment) offered by the MS.
- Managing of grant agreements for Third Countries' participation in Frontex operational activities.
- Managing of grant agreements for financial support for the development of the Standing Corps as laid down in Art. 61 of the Regulation.
- Financial support in reimbursing running costs of operations.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the respective Head of Unit, the appointed officers will be responsible for:

- Supervising the planning, implementation, timely delivery and quality output of the entity in accordance with the programme of work.
- Managing the human and financial resources as allocated, leading and managing integrated teamwork in area of responsibility assigned to the Sector/Office and ensuring the coordination of all sub-sectors work.
- Developing and maintaining business workflows within their area of responsibility, meeting the deadlines to deliver contributions, advice, opinions, reports, etc., while keeping high standards of quality.
- Reporting regularly, identifying, timely flagging risks and proactively proposing measures for solving challenges or for seizing opportunities.
- Actively contributing to change management.
- Within the competence of the entity, managing relationships with other Frontex entities and external stakeholders, strengthening, and developing contacts in EU Member States, Schengen Associated Countries and third parties.
- Contributing to strategic and programming documents as well as internal policies, guidelines, and best practices for the continuous improvement of performance.
- Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility.
- Contributing to the implementation of the corporate risk management within their area of responsibility.
- Actively promoting the Frontex corporate values and code of conduct and contributing to the implementation of the Agency's anti-fraud strategy.

Specific duties and responsibilities of particular Unit, Sectors/Office:

Deputy Head of Operational Preparedness and Deployment Unit

- Coordinating the activities of the 4 sectors in close relationship with the 4 Head of Sectors.
- Within the competence of the Unit, assisting the Head of Unit in cooperating with Agency's and external stakeholders.
- Ensuring the empowerment of staff and permanent improvement of the Unit staff working conditions.
- Identifying the budget required for the Unit's activities according to activity-based budgeting principles while ensuring the sound financial management of the Unit and the effective implementation of and reporting on its budget.
- Ensuring data protection, fundamental rights, and transparency rules conformity in all Unit activities.
- Ensuring the service minded attitude and proactivity of the unit towards the operations (Return Division and Operational Management Division).
- Ensuring balanced workloads between the different sectors by addressing prioritisation of tasks and wellbeing of staff.
- Contributing to the permanent development of Frontex deployments and related processes, in compliance with regulatory rules.
- Contributing to the planning of activities and reporting responsibilities of the Unit.

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- Implementing the Unit's work programme, adjusting the activity and capacity levels wherever deemed necessary and ensuring the overall coherence of the work.
 - Managing the human and financial resources of the Unit, coordinating the respective Sectors, leading, engaging and developing the competencies and skills of the Unit's personnel and assessing individual performance.
 - Facilitating cooperation and interactions with other Units, especially those with specific tasks in similar areas of activities and whenever chairing internal roundtables under the Unit's main responsibilities.
 - Actively contributing to change management and the embodiment of the Frontex leadership charter through its 5 vision goals.

Head of Pre-Deployment Organisation Sector

- Developing integrated deployment solutions matching the expressed operational needs (coordinating the timely deployment of human resources, technical equipment, and services).
- Mapping SCO Talent and competences to improve employability of staff in the field.
- Coordinating the participation of Standing Corps officers in compulsory tests/examinations and trainings as well as contributing to career development or own initiative training requests in cooperation with Human Capital Division and Human Resources Unit.
- Contributing to the development the individual training maps as well as dealing with personal and professional competence management for Standing Corps in cooperation with the Human Capital Division.
- Coordinating the selection and involvement of Standing Corps officers in training activities as trainers with the Human Capital Division.
- Contributing to the development of Standing Corps training programs, assistance in assessment of grants for training activities.
- Providing and allocating human and technical resources to the operational activities in cooperation with Capability Transformation Division and Operational Management Division.
- Administering resources related records in OperaEvo in cooperation with Operational Management and Operational Planning Divisions.
- Representing Operations Directorate in Annual Bilateral Negotiations in cooperation with Operational Management Division.

Head of Operational System Development and Evolution Sector

- Managing the business component of the Agency for the implementation of operational support systems to facilitate their utilisation in operational activities.
- Driving the transformation path towards operationalisation and maintenance of operational support systems, ensuring their alignment with current and future business needs, by organising routine end-user satisfaction audits and testing activities.
- Managing, in coordination with the Project Management Office and the Digital Services Unit, external contractors' activities pertaining to the Unit and performing the related function of risk and contract management.
- Exploiting synergies between operational support systems to increase efficiency of operations and effectiveness of resources and costs efficiency, managing a business service desk for operations and user access management on a need-to-know basis.
- Ensuring that IT developed operational support systems meet the needs of operations.
- Managing assigned responsibility and ensure operational support system portfolio coherence and synergies according to the decisions of FRONTEX governance and the annual work plan.
- Performing other tasks and responsibilities assigned by the line manager.

Head of Operational Finance Office

- Managing the human and financial resources of the Office, coordinating the respective teams by leading, engaging and developing the competencies of the personnel and assessing individual performances.
- Advising the Executive Management and the Senior Management of the Agency on budgetary and financial aspects related to the operational activities of the Agency.

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- Initiating, developing, and monitoring revisions of relevant financial policies, practices, and procedures, to meet the evolving operational needs of the Agency.
 - Ensuring that the work done by the Office is exercised in accordance with relevant internal and EU financial guidelines.
 - Liaising with audit and control bodies including the European Court of Auditors, the Internal Audit Capability and Inspection and Control Office.
 - Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in the area of responsibility of the Office.
 - Interacting, engaging, and fostering effective relationships with external stakeholders on the side of the Member States, Schengen Associated Countries and Third Countries.
 - Collaborating with other internal and external stakeholders according to the established business workflows and in line with management guidelines.
 - Acting as Authorising Officer for the financial transactions processed by the Office, within the delegated threshold.
 - Actively contributing to change management and the embodiment of Frontex identity through its corporate values.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁶

1. Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen.
2. Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.
3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties⁷.
4. Be physically fit to perform his/her duties.
5. Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level).

4.2. External applicants

Minimum qualifications (university diploma)

1. Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years⁸ 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 years⁹ (of full-time education).

⁶ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

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

⁸ Diploma recognized by any EU Member State to be at EQF levels 7 or 8; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

⁹ 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.

Required professional experience

2. Possess (by the closing date for applications) at least **12 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled¹⁰.

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

4.3 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 AD8 - AD12.

4.4 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 CEOS¹¹ 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 moving¹².
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹³.

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).

Professional, specialist and technical competences:

1. At least 8 years of relevant experience in dealing with duties related to the tasks assigned;
2. **For the posts of Deputy Head of Unit and Head of Sector:** at least 3 years of professional experience in managing team, developing operational processes, introducing innovation and managing conflicting priorities in a fast-paced policy environment;
3. **For the post of Head of Office:** at least 5 years professional experience in developing operational processes, introducing innovation, and managing conflicting priorities in a fast-paced policy environment;
4. Knowledge and professional experience in development and implementation of strategies, rules, policies and guidelines relevant to the tasks assigned;
5. Excellent drafting skills, experience in drafting reports, briefing notes/memos, concept papers;
6. Knowledge of risk management practices;
7. Ability in using Microsoft or other standard IT tools;

¹⁰ 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.

¹¹ 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.

¹² 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.

¹³ 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.

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8. Knowledge of portfolio management and/or project and/or process management;

Besides, the following attributes would be considered advantageous:

Common for all four posts:

9. University degree or post-graduate education or substantial training relevant to the duties and responsibilities linked to the post;
10. Work experience within national and/or EU public administration, and international organisations and/or EU Member State migration or law enforcement authorities;
11. Experience in developing operational processes for new organisations and in introducing innovation;

For the post of Deputy Head of Operational Preparedness and Deployment Unit:

12. Knowledge about deployment organisation, EU regulatory environment and field experience related to operational activities are mandatory;
13. Knowledge of logistics, training delivery organisation and/or EU staff policies are strong advantages;

For the post of Head of Pre-Deployment Organisation Sector:

14. University or post-graduate education specifically in HR management or experience in career development & training design;
15. Knowledge on deployment preparedness for operational teams;

For the post of Head of Operational System Development and Evolution Sector:

16. Knowledge of techniques to collect requirements and test IT systems;
17. Knowledge of IT system operations;

For the post of Head of Operational Finance Office:

18. Possess at least 4 years of professional experience in the field of finance or financial management;
19. Good knowledge of general financial framework, processes, and procedures, especially with experience in grants management;

Personal qualities and competences:

20. Ability to work independently as well as lead a multicultural team, coordinating work and motivating staff to achieve objectives while presenting a strong result-oriented approach and sense of accountability;
21. Strong analytical, problem solving and conflict resolution skills;
22. Good command of English, written and oral (as the required working language) and ability to effectively communicate, summarise complex issues and negotiate.

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). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure;

- Best-qualified applicants who obtain the highest number of points within the application evaluation and who are matching best the evaluated selection criteria will be shortlisted and invited for a competency test and an interview; the names of the members of the Selection Committee will be disclosed to the applicants invited for the test and interview. Only shortlisted candidates will be contacted;
- The test and interview will be conducted in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their 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 anonymised 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 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 will be selected and appointed¹⁴ 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 duties¹⁵.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD9**¹⁶. 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.

¹⁴ Engagement of an inter-agency applicant in a grade higher than AD8 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

¹⁵ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of CEOS.

¹⁶ For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

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

Function group, grade and step	AD9 Step 1	AD9 Step 2
1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>)	5 493 EUR 24 439 PLN	5 861 EUR 26 076 PLN
2. Other possible monthly entitlements/allowances , depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 80,70% correction coefficient applicable for Poland</i>):		
b. Household allowance	330 EUR 1 466 PLN	336 EUR 1 494 PLN
c. Expatriation allowance	1 200 - 1 441 EUR 5 340 - 6 412 PLN	1 251 - 1 493 EUR 5 565 - 6 641 PLN
d. Dependent child allowances for each child	392 EUR 1 745 PLN	392 EUR 1 745 PLN
e. Preschool allowance	96 EUR 426 PLN	96 EUR 426 PLN
f. Education allowance for each child up to	532 EUR 2 368 PLN	532 EUR 2 368 PLN

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 80.70%). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.4490 PLN/EUR).

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

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

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

Moreover, the headquarters agreement with the Polish authorities¹⁸ is effective as of 1 November 2017. Under this agreement the Polish authorities may provide the following main benefits to Frontex expatriate staff¹⁹:

- (a) in case the appropriate education level is not available yet for a child in the accredited European School in Warsaw - reimbursement of tuition cost of each dependent child attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per year;
- (b) reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (c) reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

Staff is entitled to 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

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

¹⁸ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

¹⁹ Staff of non-Polish nationality and non-permanent Polish residents.

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.

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

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

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

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

9. PROTECTION OF PERSONAL DATA

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

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

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁰, in the Management Board Decision No 14/2019²¹ and in the Decision of the Executive Director No R-ED-2024-106²².

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 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 Selection Committee and to Frontex management. If necessary, it will be provided to the staff of the Legal Services and Procurement Unit, of the Inspection and Control Office, 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. Data storage policy is as follows:

²⁰ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

²¹ 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.

²² Decision of the Executive Director No R-ED-2024-106 of 23 October 2024 (repealing Decision of ED No R-ED-2022-17) on the recruitment and selection of temporary staff under Article 2(f) CEOS.

- For applications received from non-selected applicants: the data are filed and stored in archives for **5 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** 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 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 or Frontex Data Protection Officer at dataprotectionoffice@frontex.europa.eu.

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

10. REVIEW AND COMPLAINT PROCEDURE

- Each applicant 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 decision on applicant's application, he/she may lodge a complaint.

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

11. APPLICATION PROCEDURE

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

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.

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

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (*version 2021.001.20155. 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-2024-00074'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2024-00074>
6. In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at jobs@frontex.europa.eu.

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

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

Do not attach any supporting or supplementary documentation with your application until you have been asked to do so by Frontex.

Incomplete applications, applications uploaded after the deadline, sent by e-mail without prior consent of Frontex HR or applications using inappropriate, or altered/manipulated application forms will be automatically disregarded by the system and will **not** be processed further.

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

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

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

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

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

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