

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2024-00058

Head of Return Operations and Voluntary Returns Unit and Head of Pre-Return Unit

Post (business title):	Head of Return Operations and Voluntary Returns Unit (<i>a reserve list to be created for 1 post to be filled</i>) Head of Pre-Return Unit (<i>a reserve list to be created</i>)
Sector/Unit/Division:	Return Division
Function group / Grade / Post title:	Temporary staff 2(f), AD11, Head of Unit ¹
Grade bracket for internal mobility ²	AD9 - AD14, or AD8 with 2 years of seniority in that grade (in the framework of reclassification)
Grade for inter-agency mobility ³	AD9 - AD14
Location:	Warsaw, Poland
Starting date:	Second quarter 2025 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	(MIDDAY) 21 January 2025 at 12:00 h⁴, Warsaw local time

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¹ Type of post: Head of Unit.
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 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.
⁴ Date of publication: 20 December 2024.

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 meet its expanding tasks.

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

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

The Agency's key tasks include:

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

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

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

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. RETURN DIVISION

Outline:

The Division is led by the Director of Return Division who reports to the Deputy Executive Director for Operations, and it is composed of the following entities:

- Return Operations and Voluntary Returns Unit (RVR);
- Pre-return Unit (PRE);
- Post-return Unit (POST);
- Return Knowledge Office (RKO).

The mission of the Return Division is to provide operational, technical and financial support to Member States and, where applicable, to Third Countries, to ensure an efficient and sustainable implementation of returns within the framework of the Union policy on return and in accordance with the Agency's mandate.

The main tasks and responsibilities of the Return Division are as follows:

- Supporting Member States in the organisation and coordination of return operations, including by means of Frontex-organized return operations;
- Supporting the efficient implementation of Union policy on return;
- Providing return-related technical and operational assistance to Member States in all stages of the return process;
- Providing assistance to Member States in relation to (assisted) voluntary returns, prioritising assistance to Member States experiencing challenges with regard to their return systems.

The Return Division is tasked with the following horizontal responsibilities:

- Operational management of Standing Corps with return profiles;
- Management of return data;
- Provision of return analytical capability;
- Business-level management of return IT systems;
- Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division with due considerations to the dynamics of the organisation, its reorganisation process and final outcomes, as well as instructions expressed by the Executive Management of the Agency.

The Return Operations and Voluntary Returns Unit (RVR) is led by the Head of Unit who reports to the Director of the Division.

It is composed of the following entities:

- Return Operations Sector (ROS);
- Return Support Sector (RESEC);
- Return Planning and Evaluation Sector (REPES).

The main tasks and responsibilities of the Return Operations and Voluntary Returns Unit (RVR) are:

- (a) Supporting to Member States in the organisation and implementation of forced and voluntary returns;
- (b) Ensuring monitoring of fundamental rights in cooperation with the FRO;
- (c) Organising and implementing of Frontex-organised return operations;

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- (d) Chartering of aircraft, vessels, vehicles and providing other technical support needed to implement returns, including framework contracts for returns by air, land, and sea;
 - (e) Implementing and/or contributing to training in the field of return for activities under the Rolling Operational Plan, Specific Activity Plan for Frontex Return Escort and Support Officer (FRESO) and Standing Corps basic training;
 - (f) Managing of operations and voluntary returns through, the Frontex-Assisted Returns (FAR) module of the Integrated Return Management Application (IRMA);
 - (g) Planning of operational deployments of FRESO in support of MS return-related activities;
 - (h) Contributing to the definition of strategies and activities in the field of return operations and voluntary returns, in line with relevant EU policy and based on the multiannual strategic policy cycle on the European Integrated Border Management (EIBM) and the Technical and Operations Strategy on the Integrated Border Management;
 - (i) Strategic planning of Frontex support to return operations and voluntary returns, as well as evaluation;
 - (j) Pooling of good practices and the collection and distribution of information on the Unit's activities.

The Pre-Return Unit (PRE) is led by the Head of Unit who reports to the Director of the Division.

It is composed of the following entities:

- International Cooperation for Return Sector (INTCOR);
- Return Facilities Sector (RETFAS).

The main tasks and responsibilities of the Pre-Return Unit (PRE) are:

- (a) Supporting Member States in the development, organisation and implementation of pre-return activities;
- (b) Providing extended operational support and capacity building of MS integrated returns systems, including through the deployment of Standing Corps Return Specialists;
- (c) Developing and implementing a coherent and comprehensive approach towards Third Countries in the field of return;
- (d) Developing and implementing technical assistance projects for Third Countries on return, readmission and reintegration in line with the Union external policy on return and readmission;
- (e) Providing technical and operational support to MS in relation to identification and documentation of returnees and with the deployment of return liaison officers;
- (f) Identifying, developing good practices, procedures and guidelines, sharing knowledge, and improving contacts of MS return experts through knowledge and other products, events and exchange programmes, including but not limited to the return of children, detention and alternatives to detention, identification and documentation, and returnees with a criminal background;
- (g) Facilitating and providing training in the field of return for activities under the Specific Activity Plan for Return Specialists and Standing Corps basic training;
- (h) Contributing to the development of strategies and activities in the field of pre-return activities, in line with relevant EU policy and based on the multiannual strategic policy cycle on the European Integrated Border Management (EIBM) and the Technical and Operational Strategy on Integrated Border Management and in close cooperation with Strategy, Governance and External Relations Division.

3. DUTIES AND RESPONSIBILITIES OF HEAD OF RETURN OPERATIONS AND VOLUNTARY RETURNS UNIT AND HEAD OF PRE-RETURN UNIT

Reporting to the Director of the Return Division, the Head of Return Operations and Voluntary Returns Unit and Head of Pre-Return Unit are responsible for:

- ✓ Assisting, advising and supporting the Executive Management and Directors of Division (DoDs) in developing and implementing the Frontex strategy in the respective area of responsibility.
- ✓ Within the competence of the relevant Unit assisting the Executive Management and DoDs in cooperating with national and international bodies, in addition to EU institutions.
- ✓ Contributing to the development of the Frontex strategy and work programme documents.
- ✓ Ensuring timely execution of the planning and reporting responsibilities of the relevant Unit.
- ✓ Implementing the relevant 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 relevant Unit, coordinating the respective sectors, leading, engaging and developing the competencies and skills of the Unit's personnel and assessing individual performance.
- ✓ Identifying the budget required for the Unit's activities according to activity-based budgeting principles while ensuring the sound financial management of the Unit and the effective implementation of and reporting on its budget.
- ✓ Facilitating cooperation and interactions with other Units.
- ✓ Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility.
- ✓ Contributing to the implementation of the corporate risk management at Unit level.
- ✓ Actively promoting the Frontex corporate values and code of conduct and contributing to the implementation of the Agency's anti-fraud strategy.
- ✓ Where so designated, acting as designated controller.

In addition, tasks/duties specific to the role of Head of Return Operations and Voluntary Returns Unit:

The Head of Unit's core business lays in the implementation of return operations and voluntary returns coordinated and organized by Frontex in Member States, including:

- ✓ Supporting Member States in the organisation and implementation of forced and voluntary returns;
- ✓ Ensuring monitoring of fundamental rights in cooperation with the FRO;
- ✓ Organising and implementing of Frontex-organised return operations;
- ✓ Chartering of aircraft, vessels, vehicles and providing other technical support needed to implement returns, including framework contracts for returns by air, land, and sea;
- ✓ Implementing and/or contributing to training in the field of return for activities;
- ✓ Managing of operations and voluntary returns through the dedicated IT platform;
- ✓ Planning of operational deployments of Standing Corps Frontex Return Escort and Support Officers in support of MS return-related activities;
- ✓ Contributing to the definition of strategies and activities in the field of return operations and voluntary returns, in line with relevant EU policy and based on the multiannual strategic policy cycle on the European Integrated Border Management (EIBM) and the Technical and Operations Strategy on the Integrated Border Management;
- ✓ Strategic planning of Frontex support to return operations and voluntary returns, as well as evaluation;
- ✓ Pooling of good practices and the collection and distribution of information on the Unit's activities.

In addition, tasks/duties specific to the role of Head of Pre-Return Unit:

Head of Unit core business lays in providing Member States with assistance in pre-return activities, including:

- ✓ Developing and contributing to the implementation of EU readmission agreements and arrangements, operational standards, best practices and harmonized procedures;
- ✓ Providing support to the Member States on cooperation with third countries for the identification of third-country nationals and the acquisition of travel documents;
- ✓ Developing capacity building activities in support of Member States and third countries in the field of return and readmission, including in the form of technical assistance projects;
- ✓ Operational management of the Return Liaison Officers;
- ✓ Developing, coordinating and managing operational activities in the area of pre-return in support of Member States;
- ✓ Supporting the operational deployment of relevant return-related standing corps profiles;
- ✓ Developing training content in the field of pre-return, also in response to Member states' specific needs;
- ✓ Support the constant development of the reference model for national return case management system (RECAMAS) for aspects related to post-return.

4. ELIGIBILITY CRITERIA

General/common criteria⁶

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

4.1 External applicants

Minimum qualifications (university diploma)

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**.

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**.

⁶ Pursuant to Article 12(2) of the Conditions of Employment of Other Servants of the European Union (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 least at EQF level 6.

Required professional experience

2. Possess (by the closing date for applications) at least **15 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled¹⁰.
3. Have at least two years of professional experience as a manager.

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

4.2 Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, are employed as temporary staff 2(f) within their agency in a grade and function group corresponding to the published grade bracket.
2. Have at least two years' service within their agency before moving¹¹.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS¹² in the relevant function group.

4.3 Internal applicants

Be an established temporary staff 2(f) in Frontex in grade AD9-AD14, or - in view of possible reclassification - in grade AD8 (having seniority of at least two years in that grade).

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

Essential criteria common for both profiles

1. At least 15 years of proven experience dealing with duties related to the tasks assigned, of which at least 5 years of professional experience in a management role.
2. Excellent command of the regulatory framework governing the EU institutions and Frontex;
3. Sound understanding of and experience in quality assurance, risk management, organisational procedures and processes.
4. Proven experience in managing human and financial resources and knowledge of applicable EU regulatory framework;
5. Understanding and ability to implement the following areas of leadership: Vision, Empowerment, Connection, Transparency and Ownership.

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 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.

¹² Conditions of Employment of Other Servants of the European Union (OJ L 56, 4.3.1968, p. 10), as lastly amended.

Besides, the following attributes would be considered advantageous

Advantageous criteria specific for the role of Head of Return Operations and Voluntary Returns Unit:

1. Experience in cooperation with EU institutions, Member States, Schengen Associated and Third Country authorities in developing and implementing activities in the field of post-arrival, post-return and reintegration;
2. Proven professional experience at European, Regional or National level in the field of return and related to the tasks/duties indicated in the job description;
3. Knowledge of and experience in managing operational return activities and voluntary returns at European, Regional or National level;
4. Experience in project or service management relating to implementation of IT systems supporting information management and/or workflow management;
5. Experience/skills in analysis, information management and/or statistics.

Advantageous criteria specific for the role of Head of Pre-Return Unit:

1. Experience in cooperation and negotiations with EU institutions, Member States, Schengen Associated and other Third Country authorities in the field of pre-return;
2. Proven professional experience at European, Regional or National level, in the field of return and duties related to the tasks indicated in the job description;
3. Knowledge of and experience in pre-return activities performed at European, Regional or National level;
4. Experience in project or service management relating to implementation of IT systems supporting information management and/or workflow management;
5. Experience/skills in analysis, information management and/or statistics.

Core managerial competencies for both profiles

• General management skills

1. Ability to set and revise objectives for the entity within the overall strategic framework and priorities of the Agency.
2. Ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the entity's and team members' objectives set, in cooperation with the members of the team.
3. Ability to organise, assign and manage the entity's work among the members of the team and to set them challenging but realistic objectives.
4. Ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the entity's objectives.
5. Ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the entity's objectives.
6. Ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential.
7. Ability to develop and support career development and learning opportunities for the members of the team.

• Communication skills

8. Ability to communicate in English clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
9. Ability to solicit inputs from and listen to staff, partners, and stakeholders.

• Interpersonal skills

10. Ability to deal with people effectively, respectfully and courteously.
11. Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues.

- Negotiation skills

12. Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

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

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

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is pre-checked in order to verify whether it meets the eligibility criteria;
- Using assessment checklists, a pre-selection panel will consider all applications received having regard to the vacancy notice. All the applications are evaluated based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure. Applicants who are best matching the evaluated selection criteria will be invited for a competency test and (where appropriate) to an interview. At least one part of the qualifying written test will be assessed based on anonymized answers.
- The names of the members of the pre-selection panel will be disclosed to the applicants invited for the test and interview. The panel shall draw up a shortlist of the applicants who most correspond to the profile sought, giving reasons for its choices.
- The applicants on the shortlist shall be invited to an interview with the Deputy Executive Director OPS and at least two other members of a grade and management function equal or superior to that of the function to be filled (selection panel). The Deputy Executive Director may decide to invite also other eligible applicants.
- The potential, managerial skills, adaptability, and other core competencies of shortlisted applicants will be assessed in an assessment centre, unless the applicant has taken part in such assessment centre in the course of the two years preceding the closing date for receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s/he may at her/his request be admitted to the assessment centre. The result of the assessment centre shall be taken into consideration by the appointing authority.
- The selection panel shall interview the invited applicants.
- The names of the selection panel members will be disclosed to the applicants invited for the interview.
- During the interview, the selection panel will further examine the competencies of shortlisted applicants and assess their relevancy for the post.
- The tests and interviews will be conducted in English.
- Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

Each interviewed applicant will be notified in writing on outcome of his/her application. **We expect all applicants to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us.**

The work and deliberations of the panels are strictly confidential and any contact of an applicant with respective members is 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 appointed by the Executive Director of Frontex.

In order to be engaged, the applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce documents which support the information contained in his/her application;
- Produce appropriate character references (such as a criminal record certificate or equivalent certificate, not older than six months) and specific declarations prior to his/her engagement to finally assess his/her up-to-date suitability (or limitations) for the performance of duties;
- Be physically fit to perform the duties¹³.

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

A contract of employment will be offered for a period of five years¹⁵, with a probationary period¹⁶ of nine months. The contract may be renewed.

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

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

Function group, grade and step	AD11 Step 1	AD11 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	6 674 EUR 29 692 PLN	6 871 EUR 30 569 PLN
2. Management allowance	197 EUR 877 PLN	205 EUR 914 PLN
3. Other possible monthly entitlements/allowances, depending on the personal situation of the applicant (expressed as gross amount weighted by 80.70 correction coefficient applicable for Poland):		
b. Household allowance	372 EUR 1 653 PLN	380 EUR 1 689 PLN
c. Household allowance with management allowance	380 EUR 1 689 PLN	388 EUR 1 726 PLN
d. Expatriation allowance	1 537 - 1 784 EUR 6 836 - 7 938 PLN	1 601 - 1 850 EUR 7 124 - 8 231 PLN
e. Expatriation allowance with management allowance	1 601 - 1 850 EUR 7 124 - 8 231 PLN	1 668 - 1 919 EUR 7 423 - 8 537 PLN
f. Dependent child allowances for each child	392 EUR 1 745 PLN	392 EUR 1 745 PLN
g. Preschool allowance	96 EUR 426 PLN	96 EUR 426 PLN
h. Education allowance for each child up to	532 EUR 2 368 PLN	532 EUR 2 368 PLN

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

¹⁴ For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS; the successful applicant shall be appointed in his/her current grade, except for a staff in grade AD8 who shall be appointed in grade AD9.

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

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

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations or in any implementing regulations is weighted by the correction coefficient for Poland (currently 80.70). 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, in principle, 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 School¹⁷ 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). Frontex staff children enjoy priority admission to this school, however it may happen that the required class/level is full at the moment of admission and the school cannot enrol the child. In such a case, education allowance may be granted up to a double ceiling to covert the tuition costs at another fee-paying school in Warsaw.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities¹⁸ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff¹⁹, 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 annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

Frontex being a knowledge-based organization acknowledges the importance of training provided to its staff. Frontex provides general and technical nature training as well as professional development opportunities that are discussed annually during the staff performance appraisal.

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

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

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

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.

¹⁷ More details on the European Schools system available here: [About the Accredited European Schools](https://eursc.eu) (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 Polish citizens and permanent residence holders are excluded.

9. PROTECTION OF PERSONAL DATA

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

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

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁰.

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

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

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

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

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

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

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

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

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

10. REVIEW AND COMPLAINT PROCEDURE

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

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

11. APPLICATION PROCEDURE

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

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link provided next to the Reference Number of the post/position. This digital application form is specifically created only for this selection procedure (and shall not be reused for another procedure).

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2021.001.20155 or later. You may download a free version here: <https://get.adobe.com/uk/reader/>).
2. **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
3. Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
4. Be saved and named as follows: 'SURNAME_RCT-2024-00058'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2024-00058>
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.