

## VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2024-00039

### Communications Officer in Communications Office

Post (business title):	Communications Officer <i>(a reserve list to be created for 3 posts to be filled)</i>
Sector/Unit/Division:	Communications Office / Strategy, Governance and External Relations Division
Function group / Grade / Post title:	Temporary staff, AD6, Communications Officer <sup>1</sup>
Grade bracket for internal mobility <sup>2</sup> :	AD5 - AD7
Grade for inter-agency mobility <sup>1</sup> :	AD5 - AD7 <sup>3</sup>
Location:	Warsaw, Poland
Starting date:	January 2025 (desired)
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL
Closing date for applications	<b><u>(MIDDAY) 14 October 2024 at 12:00 h<sup>4</sup>, Warsaw local time</u></b>

## 1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation<sup>5</sup>. The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to 2,500 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 candidate will have a chance to significantly contribute to the application

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

<sup>2</sup> 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.

<sup>3</sup> Engagement of an applicant in grade higher than AD6 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

<sup>4</sup> Date of publication: 13 September 2024.

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

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.

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

## **2. STRATEGY, GOVERNANCE AND EXTERNAL RELATIONS DIVISION (STRAT)**

The mission of the Strategy, Governance and External Relations Division is:

- a) to consolidate the core strategic functions performed by the Agency at the level of the Executive Director, the functions integrated within the Division being of cross-divisional nature, ensuring consistent policy management and application of streamlined overarching processes across the Agency;
- b) to oversee and continuously improve the Agency's governance framework, based on agile and efficient administration, leading to enhanced resilience and capacity to adjust to internal and external developments, modernised and high-quality internal processes driving organisational effectiveness, contributing to organisational integrity and sustainability;
- c) to provide horizontal business management in the area of strategy planning and reporting, enabling implementation of the Agency's strategic vision in a cohesive manner, in alignment with its intent, Frontex's mission, values and priorities, as well as taking into account the cooperation with Agency's stakeholders;
- d) to support the Executive Director in performing his/her duties, providing relevant strategic policy support and advice, streamlining horizontal cooperation within the Agency, as well as carrying out overall advisory, supporting and administrative functions facilitating management of day-to-day engagements; based on instructions from the Executive Director, the Director of Division is tasked to channel the Executive Director's decisions to managers across the organisation respecting relevant hierarchical lines;
- e) in performance of its tasks and responding to the need for effective oversight, to oversee the realisation of the Agency's commitment to improved transparency, accountability, and compliance functions, ensuring highest standards and firm embedment of these principles into the ethical and cultural framework of Frontex;
- f) to oversee engagements with stakeholders, in its European, interinstitutional, and international dimension, developing effective cooperation and strong external relationships, including through Frontex's liaison officers network, in pursue of full implementation of Frontex's mandate; effective engagement with stakeholders leads to sustainable and meaningful delivery of outcomes, while the interests of the European integrated border management community are at the heart of the Agency's activities;

- g) to ensure a coherent and proactive approach to stakeholder management, serving as a powerful tool that supports the Agency in the successful fulfilment of its role and generates value to Frontex's partners, through enabling development of solutions for sound border management in the spirit of shared responsibility.

The Strategy, Governance and External Relations Division is tasked with the following system responsibilities:

- a) strategic planning and reporting;
- b) management of transparency function;
- c) management of governance and organisational transformation functions;
- d) management of institutional relations with EU institutions, as well as systemic cooperation with EU Member States and Schengen Associated Countries without prejudice to operational cooperation maintained by other entities;
- e) management of strategic and institutional relations with third countries;
- f) managements of the Agency's horizontal internal and external communication function.

**The main tasks of the Communications Office (COMMS) are:**

- a) ensuring transparent and open communication on how Frontex activities through effective multichannel public communication and media relations; proactively engaging with stakeholders in promoting Agency's efforts and building a community committed to supporting Frontex in fulfilling its mandate;
- b) building a 'one Frontex' communication culture diverse and inclusive community thanks to modern, transparent, open and proactive communication culture; helping to shape the Agency according to its values;
- c) managing events and employer branding activities in alignment with HR strategy to build trust in the workplace, improve information sharing and empower employees;
- d) providing support and advice to managers at all levels to build trust and create a shared identity amongst all Frontex members in the headquarters and in the field to enable law-enforcement culture based on Frontex values;
- e) during a crisis or emergency, assisting the Executive Management in using all modern communication tools to provide accurate, relevant and timely information to coordinate response activities and keep all stakeholders fully informed, as crisis evolves;
- f) coordinating the Field Press and the Field Internal Communications Officers networks;
- g) developing and maintaining visual identity of Frontex, promoting and ensuring consistency of visual identity application across communication and promotional products;
- h) ensuring production of media products photo and video production as well as generating creative solutions to communicate ideas in an interactive way;
- i) managing the publication process at the Agency's level.

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

Reporting to The Head of Communications Office. The main duties to this post are:

- **Developing and Implementing Content Strategy:** Developing and implementing comprehensive communication strategies to enhance the Agency's presence and engagement;
- **Coordinating the Content Creation function:** Overseeing and managing the work of the content creation team to ensure high-quality output;
- **Measuring and Optimising Communication Impact:** Monitoring and analysing communication metrics to optimise strategies and report on effectiveness;
- **Generating Engaging Content Topics:** Crafting clear, persuasive, and engaging content for a variety of channels, including website, news releases, newsletters, and internal communications;
- **Networking and collaborations:** Collaborating with cross-functional teams to ensure consistent messaging and alignment with Agency's goals. Networking with potential content providers among border guard and EU environment;
- **Continuous learning:** Staying updated on the communication industry trends and best practices to continually refine our communication efforts;
- **Developing Writing Guidelines:** Creating and maintaining comprehensive Frontex writing guidelines to ensure consistency and quality

- Managing any other tasks assigned by the supervisor.

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria (for external applicants<sup>6</sup>)

To be eligible, an applicant shall:

- Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **three years or more** (of full-time education);

*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 shall be taken into consideration.*

*Only the required education will be taken into account.*

- Possess (by the closing date for applications) at least **3 years** (of proven full-time professional experience after the diploma was awarded and (at the same time) after the condition(s) described in criterion a) above are fulfilled;

*Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required above in the criterion a). Only duly documented professional activity is taken into account.*

*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 stated in the first two bullet points shall be taken into consideration as professional experience if the official documentation is provided.*

- 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);
- 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;
- Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.

### 4.2. 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):

#### 4.2.1. Professional competences:

1. Understanding of EU institutional architecture and Frontex's mandate.
2. At least 3 years' experience in writing and editing English texts (articles, feature stories, reports).
3. Proficiency in English (written and oral).
4. Strong writing and editorial skills.
5. Experience in writing for the web.

Besides, the following attributes would be considered advantageous:

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<sup>6</sup> 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) the eligibility criteria are defined in Article 12(2) of the CEOS.

6. University degree in journalism, English philology or literature, communications or similar.
7. Involvement in editorial process of newspaper, weekly or monthly magazine or coordinating publication process.
8. Experience in script writing and involvement in film production.
9. Experience in selecting and editing photos and graphics to illustrate text.
10. Experience in working in multicultural environment.

#### 4.2.2. Personal qualities and competences:

11. Ability to quickly grasp issues that are politically sensitive and to report accordingly.
12. Excellent organizational, networking, presentation, interpersonal and communication skills (written and spoken).
13. Proven ability to deal with multiple tasks in a courteous and service-oriented manner under demanding working conditions.
14. Proactive attitude and proven ability to work independently with minimum supervision as well as in a team.

## 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) will be required to make a declaration of commitment to act independently in Union's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

## 6. EQUAL OPPORTUNITIES

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.

## 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 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 general competencies will not be tested for internal applicants interested in an internal mobility and for applicants from other EU Agencies interested in an inter-agency mobility. At least one part of the qualifying written test will be assessed based on anonymized answers;
- As a result of the interview and test, the Selection Committee will recommend the most suitable applicant(s) for the post in question to the Appointing Authority of Frontex. An additional interview with the Appointing Authority and/or another relevant manager may be arranged before the Appointing Authority takes the final decision.
- Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. 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.

The work and deliberations of the Selection Committee are strictly confidential and any contact of an applicant with its members is absolutely forbidden.

Applicants may be requested to present, at any stage of the selection, documents which will support the information contained in their application form such as originals of their diploma(s), evidence of professional experience clearly indicating the starting, finishing dates and scope of work and workload. Failure to provide such evidence may lead to disqualification of the respective part of the application.

## 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed by the Appointing Authority of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- Be physically fit to perform the duties<sup>7</sup>.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD6<sup>8</sup>**.

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

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

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

Function group, grade and step	AD6 Step 1	AD6 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	4 002 EUR 17 804 PLN	4 150 EUR 18 461 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 80.7 correction coefficient applicable for Poland):		
b. Household allowance	283 EUR 1 259 PLN	287 EUR 1 279 PLN
c. Expatriation allowance	829-1 062 EUR 3 687 - 4 726 PLN	864 - 1 098 EUR 3 842 - 4 884 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 or in any implementing regulations is weighted by the correction coefficient for Poland (currently 80.7). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.4490 PLN/EUR).

<sup>7</sup> Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

<sup>8</sup> Specific conditions about grading are defined on the title page of the Vacancy Notice. 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 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](#)<sup>9</sup> operates in Warsaw as of September 2021 to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school is opening gradually, and the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam) is available as of September 2024. 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 (i.e. 515 EUR per child per month) to cover the tuition costs at another fee-paying school in Warsaw.

Moreover, the headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities may provide the following main benefits to Frontex expatriate staff<sup>10</sup>:

- (a) reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (b) reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays days 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 of 66 years. 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 candidates to undergo a vetting procedure executed by the National Security Authority of the candidates' 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**. Candidates 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 candidate shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the candidates' state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

## 9. PROTECTION OF PERSONAL DATA

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

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<sup>9</sup> More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](#).

<sup>10</sup> Staff of non-Polish nationality and non-permanent residents.

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 CEOS<sup>11</sup>.

The purpose of processing personal data is to enable to properly carry out selection procedures.

The selection procedure is conducted under the responsibility of the Human Resources Unit, within the Human Resources and Corporate Services Division of Frontex. The controller for personal data protection purposes is Frontex, while the responsible Unit is 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 and to Frontex management. If necessary, it will be provided to the staff of Legal and Procurement Unit, Inspection and Control Office, external parties directly involved in the selection process or to respective experts in ICT (in case of technical issues with the application). 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 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 candidate 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](mailto:jobs@frontex.europa.eu) or Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu).

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

## 10. REVIEW AND COMPLAINT PROCEDURE

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

Details of these procedures are provided here: <https://frontex.europa.eu/careers/how-to-apply/review-and-complaint-procedure>.

## 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.**

<sup>11</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3.



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:

- Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (*version 2021.001.20155*). You may download a free version here: <https://get.adobe.com/uk/reader/>.
- Not be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, 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.
- Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (\*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
- Be saved and named as follows: 'SURNAME\_RCT-2024-00039'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2024-00039>
- In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at [jobs@frontex.europa.eu](mailto:jobs@frontex.europa.eu) clearly indicating in the subject of the email the reference number of the post/position and the post (business) title.

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.

Applicants shortlisted for an interview will be requested to supply documentary evidence in support of the statements made in the application. Do not, however, 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 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.**