

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2024-00044

Director of Human Resources and Corporate Services Division (DHRS) and Director of Security and Information Management Division (DSIM)

Post (business title):	Director of Human Resources and Corporate Services Division (DHRS) Director of Security and Information Management Division (DSIM) <i>(a reserve list to be created for 2 posts to be filled)</i>
Sector/Unit/Division:	Human Resources and Corporate Services Division Security and Information Management Division
Function group / Grade / Post title:	Temporary staff 2(f), AD12, Director of Division ¹
Grade bracket for internal mobility ²	AD12 - AD14, or AD11 with 2 years of seniority in that grade (in the framework of reclassification)
Grade for inter-agency mobility ³	AD12 - AD14
Location:	Warsaw, Poland
Starting date:	First quarter 2025 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	<u>(MIDDAY) 7 October 2024 at 12:00 h⁴, Warsaw local time</u>

[Table of Contents](#)

1.	BACKGROUND	2
2.	HUMAN RESOURCES AND CORPORATE SERVICES DIVISION	2
3.	SECURITY AND INFORMATION MANAGEMENT DIVISION	4
4.	DUTIES AND RESPONSIBILITIES LINKED TO THE POST	5
5.	ELIGIBILITY CRITERIA	6
6.	SELECTION CRITERIA	7
7.	EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION	9
8.	SELECTION PROCEDURE	9
9.	APPOINTMENT AND CONDITIONS OF EMPLOYMENT	10
10.	PROTECTION OF PERSONAL DATA	12
11.	REVIEW AND COMPLAINT PROCEDURE	13
12.	APPLICATION PROCEDURE	13

¹ Type of post: Director of Division.

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: 6 September 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>.

2. HUMAN RESOURCES AND CORPORATE SERVICES DIVISION

Mission

The mission of the Human Resources and Corporate Services Division is to provide horizontal business support in the fields of finance and budget, human resources, legal and procurement as well as corporate facility management and frontline services.

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

Organisation

The Division is led and managed by the Director of who reports to the Deputy Executive Director for Administration and Information Management. The Division includes the following units:

- Human Resources Unit
- Legal Services and Procurement Unit
- Financial Services Unit
- Corporate Services Unit.

Main tasks

- supporting and monitoring horizontal financial management and budget preparation and implementation, including on the accountability of the authorising officers; supporting, through the entire budgetary cycle until discharge and grant management; providing corporate travel desk services.
- developing and maintaining the main pillars of human resources management: talent acquisition and planning, HR strategy, career development and personnel administration;
- providing legal expertise, support and advice to the Agency and its management to manage and minimise legal risks related to the compliance with the legal framework governing Frontex activities, procurements, decisions and internal procedures as well as an evolving operational footprint on the ground;
- providing facilities management, maintenance of the premises and infrastructure capacity, providing office supplies, maintenance and adaptation of office space, assets, inventories, reception desks, and translation services management;
- ensuring the environmental management of Frontex, including by developing, implementing and monitoring environmental strategies that minimise the impact of the organisation on the environment and promote sustainable development.
- planning, designing and constructing Frontex permanent premises.

Key activities

- coordinating financial management in the Agency, including budgeting and budget implementation;
- coordinating human resources management in the Agency, including compliance and quality control;
- providing horizontal legal advice and support in the Agency with a view to ensure compliance with the legal framework and quality control;
- supporting the Agency's entities in conducting and coordinating procurement procedures;
- ensuring adequate working conditions for staff with the management of facilities and corporate services for all entities.

Human Resources Unit

The Unit provides expertise, support, and advice to the Agency in the area on human resources management. Its main tasks involve recruitments, talent management, personnel administration and expatriate services. The Unit includes 3 sectors:

- Talent Acquisition and Planning Sector;
- Development and Career Management Sector;
- Personnel Administration Sector.

Legal Services and Procurement Unit

The Unit provides legal and procurement expertise, support, and advice to the Agency. It also identifies and mitigates legal risks related to the compliance with the legal framework governing Frontex activities, procurement, decisions, and internal procedures. The Unit is also defending and

representing Frontex in legal proceedings in which it appears as applicant, defendant or intervener. There are 2 sectors in the Unit, namely:

- Legal Services Sector;
- Procurement Sector.

Financial Services Unit

The role of the Financial Services Unit is to ensure compliance with all the regulatory financial frameworks and standards applicable to Frontex. The Unit ensures the legality and regularity of financial transactions through ex-ante financial verification and provides expert advice to other entities on all financial and regulatory related aspects of transactions. It provides support to all Frontex entities on financial related matters and coordinates the planning and implementation of the budget. The Unit is also responsible for the asset and inventory management rules and monitors their implementation.

Corporate Services Unit

The Unit manages Agency's premises and ensures corporate support services essential for a good working environment (e.g. parking, canteen/catering services, office supplies etc). It supports in organisation of meetings and visits, provides reception services, administrative assistance, and other internal support measures to the staff. The Unit is also responsible for the development and implementation of the Agencies environmental policy, takes care of postal services, diplomatic courier, and translation services.

3. SECURITY AND INFORMATION MANAGEMENT DIVISION

Mission

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

Organization

The Division is led and managed by the Director who reports to the Deputy Executive Director for Administration and Information Management. The Division includes the following units/offices:

- Security Unit
- Digital Services Unit,
- Programme Management Office,
- EUROSUR and Business Capability Sector.

Main tasks

- designing, developing and maintaining ICT systems, ICT infrastructure and digital products and services while ensuring a high level of security of the Agency's systems;
- providing EU classified information and non-classified sensitive information management, personnel, physical, and communication as well as information systems' security, service cars management;
- developing, implementing and providing EUROSUR and business capabilities;
- ensuring project management capabilities and establishing and maintaining Enterprise Architecture in the Agency.

Key activities: Implementation of the digital transformation of the Agency in all activity areas, including development and maintenance of ICT systems, infrastructure and products;

- coordination and implementation of the Agency's security policy in all activity areas, including supervision on the compliance and horizontal advisory to the other entities in the Agency;
- coordination of the management of projects and programmes in all activity areas, including the development of common project management methodology and implementation of Enterprise Architecture practice.

Digital Services Unit

The Unit acts as the centre of expertise and support in the field of digitalisation, information and communication technologies. The Unit coordinates the implementation of the ICT Strategy. It is entrusted with the role of coordination of management of the Frontex ICT infrastructure, relevant investments, digital services/business applications, products delivery and cybersecurity management.

The Unit includes 4 sectors: Digital Projects Sector; Digital Operations Sector; Cyber Security Sector; EUROSUR Business Capabilities Sector.

Security Unit

The Unit is responsible for the coordination of measures related to physical and information security, ensures development and implementation of security rules within the Agency. It provides horizontal security services, security analysis, security risk assessments and security advice to internal and external stakeholders. The Unit performs vetting and background checks for staff, takes care of the handling of classified information and supervises relevant measures in the Agency. The Security Unit ensures the protection of premises and provides relevant guard services, it also ensures security support in case of VIP visits or external events.

Project Management Office

The Office ensures consistent management of projects and programmes in the Agency. It is tasked with the coordination of the implementation of the enterprise architecture framework and project management framework.

EUROSUR and Business Capability Sector

The main tasks and responsibilities of the EUROSUR Business Capabilities Sector are as follows:

- developing and implementing EUROSUR business capabilities in line with the EUROSUR programme;
- coordinating the biennial reporting on EUROSUR (Art. 121) and other communications to internal and external stakeholders on the implementation and development of this Integrated Framework;
- design and delivery of capacity building activities on EUROSUR;
- coordinating the Agency contributions to the activities of the EUROSUR Security Accreditation Board;
- product and content management of applications and tools used for EUROSUR purposes (such as JORA and FOSS), including training and awareness sessions;
- coordinating technical developments related to EUROSUR, including leading the Agency's work on CISE (Common Information-Sharing Environment) and the development of the Frontex Positioning System.

4. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Deputy Executive Director for Administration and Information Management, the Directors of HRS and SIM are responsible for:

- Management of the relevant Division and resources, including human resources and budget.

- Assisting the Executive Management in developing, communicating, and implementing strategic objectives within the scope of a given Division, as well as supporting in the remit of the implementation of the Frontex mandate and the management of related changes.
- Acting as the immediate superior of Heads of Units/Offices, steering and supervising the overall activities of the Division.
- Coordinating activities in the area of responsibilities in close cooperation with other Frontex entities.
- At the Division level, ensuring the alignment of human and financial resources with Frontex's strategic objectives through effective planning, implementation and reporting of supervised Units, including the preparation of the Agency's annual program of work and the preparation of annual reports.
- Ensuring cooperation with the Project Management Office on project management at divisional level.
- Assigning new specific tasks to the entities of the Division.
- Ensuring and evaluating the delivery of timely and qualitative output of the Division.
- Implementing recommendations stemming from the internal or external audit reports and evaluations in the area of responsibility.
- Implementing the corporate risk management in the area of responsibility.
- Actively promoting the Frontex corporate values and code of conduct, as well as contributing to the implementation of the Agency's anti-fraud strategy.
- Supporting the implementation of the legal framework related to fundamental rights in respect of the applicable internal procedures.
- Ensuring the implementation of the applicable legal framework for personal data protection at the Division level.

5. ELIGIBILITY CRITERIA

General/common criteria¹

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 duties².
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).

¹ Pursuant to Article 12(2) of the Conditions of Employment of Other Servants of the European Union (CEOS) .

² 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.

5.1 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 years³ 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 years⁴.

Required professional experience

1. 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 fulfilled⁵.
2. 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.

5.2 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 moving.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS⁶ in the relevant function group.
4. Have at least two years of experience in a middle management function in the EU Institutions/Agencies.

5.3 Internal applicants

1. Be an established temporary staff 2(f) in Frontex in grade AD12, AD13 or AD14, or - in view of possible reclassification - in grade AD11 (having seniority of at least two years in that grade).
2. Have already occupied a middle management function in the EU Institutions/Agencies for at least two years.

³ 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.

⁴ Diploma [recognized by any EU Member State](#) to be at least at EQF level 6.

⁵ 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.

⁶ Conditions of Employment of Other Servants of the European Union (OJ L 56, 4.3.1968, p. 10), as lastly amended.

6. 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 6 years of professional experience in a management role at middle or senior managerial level, in particular the ability to lead, motivate and develop teams to the best of their potential.
2. Proven experience in leading development and implementation of time- and policy-sensitive strategies, programmes, and operational processes, introducing innovation and managing conflicting priorities in a fast-paced environment.
3. Sound understanding of and experience in quality assurance, risk management, organisational processes, including proven experience in setting up new structures and managing organisational changes.
4. Understanding and ability to implement the following areas of leadership: Vision, Empowerment, Connection, Transparency and Ownership.

Criteria specific for the role of Director of Human Resources and Corporate Services Division

1. Excellent command of the regulatory framework governing EU institutions and Agencies, particularly in the field of human resources and financial matters.
2. Outstanding knowledge and professional experience in financial management and/or corporate human resources management.
3. Proven experience in coordinating and leading activities in human resources management, financial management, corporate services, procurement, and legal services.

Criteria specific for the role of Director of Security and Information Management Division

1. Outstanding experience in management of digital projects and/or digital transition of organisations, supported by thorough understanding of ICT processes, technology, and management of business needs.
2. Proven experience in coordinating and leading activities in security and compliance management, including information security and physical security.

Besides, the following attributes would be considered advantageous

1. University degree relevant to the duties and responsibilities linked to the post.
2. Work experience in large organisations in the internal security or law enforcement area.

Core managerial competencies

• 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
 1. Ability to communicate in English clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
 2. Ability to solicit inputs from and listen to staff, partners, and stakeholders.
 - Interpersonal skills
 1. Ability to deal with people effectively, respectfully and courteously.
 2. Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues.
 - Negotiation skills
 1. Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

7. 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.

8. 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 Executive Director 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 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.

9. 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 duties⁷.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD12**⁸. This is a middle management post.

A contract of employment will be offered for a period of five years⁹, with a probationary period¹⁰ 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	AD12 Step 1	AD12 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	7 290 EUR 32 435 PLN	7 514 EUR 33 428 PLN

⁷ Before the engagement, the successful applicant shall be medically examined by a medical centre designated by Frontex.

⁸ 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 AD11 who shall be appointed in grade AD12.

⁹ Specific rules will apply in case of internal or inter-agency mobility.

¹⁰ In addition to a standard probationary period, a management trial period of nine months shall apply to newly appointed middle manager.

2. Management allowance	223 EUR 992 PLN	232 EUR 1 034 PLN
3. Other possible monthly entitlements/allowances, depending on the personal situation of the applicant (<i>expressed as gross amount weighted by 80.70 correction coefficient applicable for Poland</i>):		
b. Household allowance	397 EUR 1 765 PLN	406 EUR 1 806 PLN
c. Household allowance with management allowance	406 EUR 1 806 PLN	415 EUR 1 848 PLN
d. Expatriation allowance	1 739 - 1 990 EUR 7 735 - 8 855 PLN	1 812 - 2 065 EUR 8 060 - 9 186 PLN
e. Expatriation allowance with management allowance	1 812 - 2 065 EUR 8 060 - 9 186 PLN	1 888 - 2 142 EUR 8 399 - 9 532 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

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 School](#)¹¹ operates in Warsaw since 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 in September 2024.

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 staff¹²:

(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 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.

¹¹ More details on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

¹² Staff of non-Polish nationality and non-permanent residents.

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.

10. 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 CEOS¹³.

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;

¹³ In particular, the provisions governing conditions of engagement in Title II, Chapter 3.

- 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).

11. 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](#).

12. 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-2024-00044'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**

<https://microsite.frontex.europa.eu/en/recruitments/RCT-2024-00044>

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.