

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2024-00045

Director of Operational Planning Division (DOPD) and Director of Operational Support Division (DOSD)

| | |
|--|---|
| Post (business title): | Director of Operational Planning Division (DOPD) Director of Operational Support Division (DOSD) <i>(a reserve list to be created for 2 posts to be filled)</i> |
| Sector/Unit/Division: | Operational Planning Division Operational Support 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) 22 October 2024 at 12:00 h⁴, Warsaw local time</u> |

1. [Table of Contents](#)

| | | |
|-----|--|----|
| 1. | BACKGROUND | 2 |
| 2. | OPERATIONAL PLANNING DIVISION | 2 |
| 3. | OPERATIONAL SUPPORT DIVISION | 4 |
| 4. | DUTIES AND RESPONSIBILITIES LINKED TO THE POST | 6 |
| 5. | ELIGIBILITY CRITERIA | 7 |
| 6. | SELECTION CRITERIA | 8 |
| 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 Ibid 2.

⁴ Date of publication: 20 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. OPERATIONAL PLANNING DIVISION

Mission

The mission of the Operational Planning Division is to prepare and provide operational planning, policies, programs and concepts, negotiate and prepare Operational Plans with EU Member States and Third Countries, ensuring horizontal compliance with relevant rules and regulations and prepare evaluation reports of the operational activities.

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 who reports to the Deputy Executive Director for Operations. The Division includes following units:

- Programs and Policies Unit,
- Operational Planning Unit,
- Operations Efficiency, Compliance and Evaluation Unit.

Main tasks

- Based on EU Integrated Border Management (EIBM), developing operational plans, policies and programs that translate into actionable operational activities. Furthermore, ensure incorporation of Member States, as well as of Third Countries, needs for operational assistance into the Agency's operational responses;
- Strategic, long-term (N+2 years and beyond) planning of operational needs (e.g. human resources, SC profiles, technical equipment etc.).
- Strategic, long-term (N+2 years and beyond) planning of activities and arrangements for operations.
- Preparing operational plans and concepts for operational activities in the area of Border Guarding and Border Management, as well as in the areas of Coast Guard functions and law enforcement;
- Preparing standard operational procedures and guidelines aiming to regulate and harmonize the operational activities;
- Developing operational objectives, aligned with legal, data protection and fundamental rights requirements and principles;
- Negotiating with host countries operational activities in their territories, with the aim of preparing Operational Plans;
- Discussing, drafting and ensuring the approval of Operational Plans for the activities;
- Performing regular evaluation of the operational activities aiming to improve quality, coherence and effectiveness of future activities.

Key responsibilities

- Coordinating and compiling of the Directorate's positions and its entities inputs on strategic planning and governance matters related to operational responses and, where relevant, representing the Directorate respectively;
- Coordinating of the Agency's entities' contributions to European Multidisciplinary Platform Against Criminal Threats (EMPACT) and European Cooperation on Coast Guard Functions (ECCGF);
- Preparing the reports on operational activities in accordance with the Regulation and other governance documents, in particular annual report on the implementation of EU Regulation 656/2014 , Frontex Evaluation Reports (FER) and Interim Evaluations;
- Following up on conclusions and recommendations stemming from audits, horizontal fundamental rights issues and Data Protection aspects, as well as the conclusions and recommendations of the evaluation of the operational activities;
- Chairing and managing the meetings of a joint panel with Fundamental Rights Officer (FRO) dedicated to the compliance with Fundamental Rights of the operational activities;
- Leading the initiation, planning and evaluation phases of the operational cycle;
- Representing the Agency in negotiating Operational Plans and operational responses with host countries;
- Collecting, assessing and coordinating input from internal Frontex entities provided to the Operational Plans and operational responses;
- 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.

Programs and Policies Unit

The Unit leads and coordinates the Directorate's work translating EU policies and IBM related strategies into operational policies and development programmes in accordance with the Agency's strategic vision and directions. It also coordinates the Agency's activities in support of EMPACT and preparations to the European Cooperation on Coast Guard Functions (ECCGF) as well as manages the operational cooperation with European Maritime Safety Agency (EMSA) and European Fisheries Control Agency (EFCA) within the framework of Tripartite Working Arrangement (TWA). The Unit designs new operational concepts, products and development programs contributing to the further enhancement of Agency's operational effectiveness. There are 3 Sectors in the Unit:

- Operational Policies Sector;
- Coast Guard Sector;
- Law Enforcement Sector.

Operations Efficiency, Compliance and Evaluation Unit

The Unit defines and monitors operational quality, efficiency, performance, and compliance standards and indicators. It performs regular evaluation of the operational activities and prepares evaluation reports recommending and improving the operational processes and operational activities. There are 2 Sectors in the Unit:

- Compliance, Conformity and Quality Sector;
- Efficiency and Evaluation Sector.

Operational Planning Unit

The Unit leads the initiation and planning of the operational cycle including all respective negotiations with host countries. It drafts, consults and prepares the Operational Plans for operational activities coordinated by the Agency. It also carries out proactive operational exigency planning based on risk analysis and vulnerability assessment. The Unit ensures that the recommendations provided by the Efficiency Compliance and Evaluation Unit and the Contingent Management Unit are taken into consideration when preparing the Operational Plans. There are 2 Sectors in the Unit:

- General Planning Sector;
- Specific Planning Sector.

3. OPERATIONAL SUPPORT DIVISION

Mission

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

Organisation

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

- Operational Preparedness and Deployment Unit,
- Operational Support Systems Unit,
- Operational Finance Office.

Main tasks

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

Key responsibilities

- The Division prepares and delivers the operationalisation of the resources of the Agency: translating and optimising human resources, technical capabilities, services, financial and IT resources into operational solutions for the field execution and returns;
- The Division supports the Deputy Executive Director for Operations in performing his/her duties by providing advice overarching Return Division (RET) and Operational Management Division (OMD) remit with the aim to optimise the deployment and resources allocated to the Operations Directorate;
- The Division stands at the cross point between all Divisions providing capabilities, resources, expertise and services and the two divisions executing the operational activities (OMD and RET);
- The Division provides horizontal business management in the area of delivering resilient, efficient and cost-effective deployment solutions. It shall serve the needs of the operations including returns, enabling the 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;
- The Division supports OMD and RET in their daily operational needs, including support for the Frontex Contingent Commanders;
- The Division directs the support of the administrative and capabilities Divisions to provide the most efficient and timely input to the field operations and return activities.

Operational Preparedness and Deployment Unit

The Unit's primary mission is to provide continuous, professional and proactive support to the Units of other Divisions of the Directorate responsible for the planning and implementation of the operational activities. There are 4 Sectors in the Unit:

- Pre-Deployment Organisation Sector;
- Deployment Sector;
- Quality and Process Management Sector;
- Antenna Office Monitoring Sector.

Operational Support Systems Unit

The Unit establishes and maintains viable conditions to enable the development of operational support systems and operational excellence in document and identity control. It provides operational know-how, including the support for development, establishment and evolution of the 24/7 Document and Identity

Control Helpdesk, and its human resources operating remotely and in Frontex SC activities. There are 4 Sectors in the Unit:

- Operational System Development and Evolution Sector;
- Operational System and Document Community Outreach Sector;
- Centre of Excellence for Combatting Document Fraud Sector;
- Document and Identity Operational Support Sector.

Operational Finance Office

The Office manages grant agreements related to the costs incurred by offered by the MS, grant agreements for Third Countries' participation in Frontex operational activities as well as grant agreements for financial support for the development of the Standing Corps as laid down in Art. 61 of the Regulation. It also provides financial support in reimbursing running costs of operations.

4. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Deputy Executive Director for Operations, the Directors of OPD and OSD 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 middle managers, 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 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 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).

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 years⁸ or more** (of full-time education).

or

Possess a level of education which corresponds to **completed university studies** attested by a diploma **followed by at least one year full-time professional experience**, when the normal period of university education is **at least three years⁹** (of full-time education).

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 fulfilled¹⁰.
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.

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.

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.

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 moving¹¹.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS¹² 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.

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. Ability to lead large organizational units.
5. Understanding and ability to implement the following areas of leadership: Vision, Empowerment, Connection, Transparency and Ownership.

Criteria specific for the role of Director of Operational Planning Division

1. Understanding of developing and planning of operational concepts.
2. Ability to introduce new operational approaches and negotiate them with business partners.

Criteria specific for the role of Director of Operational Support Division

1. Understanding of the development of relevant policies applicable to the Standing Corps in the field.

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.

-
2. Ability to implement and manage systems and processes for the support of operations and Standing Corps deployments.

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, multicultural organisations at international or European level, preferably in a law enforcement environment, in the areas of the tasks assigned.

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

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.

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 anonymised 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 appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce documents which support the information contained in his/her application;
- Produce appropriate character references (such as a criminal record certificate or equivalent certificate, not older than six months) and specific declarations prior to his/her engagement to finally assess his/her up-to-date suitability (or limitations) for the performance of duties;
- Be physically fit to perform 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 **AD12**¹⁴. This is a middle management post.

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

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 | 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 |
| 2. Management allowance | 223 EUR 992 PLN | 232 EUR 1034 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 | 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 School¹⁷](#) operates in Warsaw as of September 2021 to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school is opening gradually, and the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam) will be available 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 staff¹⁸:

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 AD11 who shall be appointed in grade AD12.

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.

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

¹⁸ Staff of non-Polish nationality and non-permanent residents.

(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.

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 CEOS¹⁹.

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 and to Frontex management. If necessary, it will be provided to the staff of Legal Services and Procurement Unit, Inspection and Control Office, external

¹⁹ In particular, the provisions governing conditions of engagement in Title II, Chapter 3.

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 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-2024-00045'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2024-00045>
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.
