

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2025-00005

Head of Communications Office (1 post)

Post (business title):	Head of Communications Office <i>(a reserve list to be created for 1 post to be filled)</i>
Sector/Unit/Division:	Communications Office/Strategy, Governance and External Relations Division
Function group / Grade / Post title:	Temporary staff 2(f), AD10, Head of Office ¹
Grade bracket for internal mobility ² :	AD8 - AD12
Grade for inter-agency mobility ² :	AD8 - AD12 ³
Location:	Warsaw, Poland
Starting date:	June 2025 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	<u>(MIDDAY) 27 March 2025 at 12:00 h⁴, Warsaw local time</u>

Table of Contents

1.	BACKGROUND	2
2.	THE COMMUNICATIONS OFFICE (COMMS)	3
3.	DUTIES AND RESPONSIBILITIES LINKED TO THE POST	3
4.	ELIGIBILITY CRITERIA	4
	4.1. General/common criteria	4
	4.2. External applicants	4
	4.3 Internal applicants	5
	4.4 Inter-agency applicants	5
5.	SELECTION CRITERIA	5
6.	EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION	6
7.	SELECTION PROCEDURE	6
8.	APPOINTMENT AND CONDITIONS OF EMPLOYMENT	7
9.	PROTECTION OF PERSONAL DATA	8
10.	REVIEW AND COMPLAINT PROCEDURE	9
11.	APPLICATION PROCEDURE	9

¹ Type of post: Administrator.

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

³ Engagement of an applicant in grade higher than AD10 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

⁴ Date of publication: 27 February 2025.

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 candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

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

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management.

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

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

2. THE COMMUNICATIONS OFFICE (COMMS)

The main responsibilities and tasks of the Communications Office are as follows:

- (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 Director of Strategy, Governance and External Relations Division, the Head of Communications Office (COMMS) manages the overall activity of the Office and is responsible for coordinating its work, dealing in particular with:

- preparing and ensuring the implementation of the communications strategy within the Agency;
- managing, leading and developing the staff allocated to the Office to ensure the optimal results of their work and to best harness their talents and competencies;
- managing the creation of content for all layers of the Agency's communications work and all channels used, with full understanding and in alignment with the Agency's strategic and operational goals and objectives;
- structuring and implementing the effective cross-entity collaboration on communications-related matters to ensure coordinated Agency's image;
- modelling and implementing crisis communications policy and toolbox;
- modelling and implementing the reputational risks management toolbox;
- establishing and implementing the Agency's visual identity policy;
- conceptualising and managing Frontex's proactive outreach engagement;
- handling media and public relations, drafting key messages on on-going issues ensuring consistency in style, vocabulary, terminology and visual identity;
- ensuring the proper functioning of communication processes including in the context of the partial decentralisation of the Agency's functions;
- answering general questions from the public and handling the Agency's public relations policy by receiving visitors and participating in relevant external events;
- monitoring multilingual media coverage relevant to the Agency;
- acting as a clearinghouse for all content developed within the Agency and proofreading of the English language for strategic publications;

- producing print publications and visual materials ensuring compliance with intellectual property rights and data protection law;
- managing the Agency's website;
- maintaining and developing Frontex's online and social media platforms and relevant databases;
- sound management of the human resources and budget allocated to the Office.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁶

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

4.2. External applicants

Minimum qualifications (university diploma)

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

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

Required professional experience

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

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

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

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

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

⁹ Diploma recognized by any EU Member State to be at EQF level 6; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

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.

equivalent civilian service accomplished after achieving the minimum qualification shall be taken into consideration as professional experience subject to provided evidence.

4.3 Internal applicants

On the closing date for applications and on the day of filling the post, be a member of temporary staff engaged under Article 2(f) of CEOS at Frontex in grade AD8 - AD12.

4.4 Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS¹¹ within their agency in a grade and function group corresponding to the published grade bracket.
2. Have at least two years' service within their agency before moving¹².
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹³.

5. SELECTION CRITERIA

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/scored only for shortlisted applicants during interviews (and or tests).

Professional qualifications, competencies and experience required for both posts:

1. Proven experience of working in a press office or public relations of at least 10 years, of which at least 4 years in coordinating the work of a team of at least 5 employees and of which at least 2 years in the European and/or international environment.
2. Understanding of sensitivities of the work in the operational environment and political context in making proper communication choices - the political context refers here to relations with EU institutions and international organisations and with respective authorities of EU Member States and with general public;
3. Good understanding of the EU Justice and Home Affairs policies;
4. Experience in coordinating crisis management communication;
5. Experience in organizing press conferences and other events in a European or international context for high-level officials;
6. Proven experience and ability to draft and edit press releases, speaking points, and other communication materials in English for senior level officials;
7. Experience and ability to coordinate complex communication campaigns involving several communication tools and channels;
8. Experience in identifying, coordinating and prioritizing communication themes as part of strategic communication planning process.

Besides, the following attributes would be considered advantageous:

9. Familiarity with law enforcement, security and border management environment in the EU/international context;
10. Degree or postgraduate diploma in communications, media studies, journalism or similar;
11. Ability to work in more than 2 official languages of the European Union.

¹¹ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials (the "Staff Regulations") and the Conditions of Employment of Other Servants (the "CEOS") of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

¹² Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

¹³ Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

Personal qualities and competences:

12. Ability to coordinate complex and diverse projects and activities;
13. Excellent organizational, networking, presentation, interpersonal and communication skills (written and spoken).
14. Proven ability to deal with multiple tasks in a service-oriented manner under demanding working conditions.
15. Professional and ethical behaviour, strong sense of initiative, responsibility, commitment and ability to deal with various external counterparts on sensitive issues.
16. Proactive attitude and ability to coordinate the work of the team/office.

6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

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

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

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is 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. **We expect all applicants to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us.**

The work and deliberations of the Selection Committee are strictly confidential and any contact of an applicant with its members is 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 duties¹⁴.

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: **AD10**¹⁵.

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	AD10 Step 1	AD10 Step 2
1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>)	6 117 EUR 26 417 PLN	6 320 EUR 27 294 PLN
2. Other possible monthly entitlements/allowances , depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 78.8 correction coefficient applicable for Poland</i>):		
a) Household allowance	355 EUR 1 533 PLN	362 EUR 1 564 PLN
b) Expatriation allowance	1 381 - 1 629 EUR 5 962 - 7 034 PLN	1 439 - 1 688 EUR 6 213 - 7 289 PLN
c) Dependent child allowances for each child	399 EUR 1 722 PLN	399 EUR 1 722 PLN
d) Preschool allowance	97 EUR 421 PLN	97 EUR 421 PLN
e) Education allowance for each child up to	541 EUR 2 336 PLN	541 EUR 2 336 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 78.8). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.3188 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.

¹⁴ 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.

¹⁵ 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.

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](#)¹⁶ 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 staff¹⁷:

- (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.

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

¹⁶ More details on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

¹⁷ Staff of non-Polish nationality and non-permanent residents.

The legal basis for the selection procedures of temporary staff is defined in the CEOS¹⁸.

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 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 or Frontex Data Protection Officer at dataprotectionoffice@frontex.europa.eu.

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

10. REVIEW AND COMPLAINT PROCEDURE

- Each 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](#).

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**.

¹⁸ 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-2025-00005'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2025-00005>
- 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 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.