

CALL FOR EXPRESSION OF INTEREST - TALENT POOL FOR TEMPORARY STAFF

Reference number: RCT-2026-00015

Officer - 12 different profiles

Post (business title):	Officer (12 different profiles)
Objective	FRONTEX's aim is to generate a comprehensive list of professionals who have specific or multiple expertise and skills which can contribute to performing the current and forthcoming tasks of the Agency and help to fulfil its mandate. We seek talents for numerous units that will cater from the established list as their staffing needs arise. This list of talents will serve as a pool of successful candidates with proven broad range of skills and competences.
Function group / Grade / Post title:	Temporary staff 2(f), AD6, Officer ¹
Grade bracket for internal mobility ² :	AD5 - AD7
Grade for inter-agency mobility ³ :	AD5 - AD7 ⁴
Location:	Warsaw, Poland
Starting date:	Fourth quarter 2026 (desired)
Level of Security Clearance:	CONFIDENTIAL UE / EU CONFIDENTIAL
Closing date for applications	<u>(MIDDAY) 23rd April 2026 at 12:00 h⁵, Warsaw local time</u>

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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 Ibid 2.

⁴ Engagement of an applicant in grade higher than AD6 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

⁵ Date of publication: 1st April 2026.

While Frontex selects its new staff based on their merits and without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation, Frontex is a very inclusive workplace that strives to improve the gender and geographical balance⁶ among its staff to the widest possible extent, as well striving to foster diversity, amongst others, in terms of race, ethnic or social origin, genetic features, language, disability, age, etc. Therefore, female candidates as well as candidates with any diverse background that are fulfilling the selection criteria are strongly encouraged to apply.

Frontex is looking for talented women and men to establish a reserve list of experienced professionals with high level of personal integrity, responsibility, confidentiality, adhering to EU values, the principles of equal opportunities and equal treatment as well as fundamental rights.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁷. 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. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

⁶ Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Czech, Danish, Dutch, Finnish, French, German, Icelandic, Irish, Italian, Liechtensteiner, Norwegian, Slovak, Swedish, Swiss.

⁷ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p. 1).

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

2. DUTIES AND RESPONSIBILITIES LINKED TO THE PROFILES

1. STRATEGY, POLICY AND EXTERNAL RELATIONS / EXECUTIVE MANAGEMENT SUPPORT

Staff with this profile will coordinate documents of strategic importance and may support the management in policy and institutional analysis, strategic stakeholder relations, negotiate working arrangements and undertake other forms of cooperation. Duties under this profile may also include external and internal communication, media relations and outreach; organisation of events and capacity building activities; representing the Agency at external fora; drafting communication materials, reports, briefing notes, evaluations and various strategic documents; developing workflows and procedures; contributing to continuous improvement and change management; managing documents and Frontex policies on transparency and accountability, and other tasks. Staff with this profile may handle cooperation with Agency's stakeholders, including authorities within the EU, its Member States and third countries.

2. LEGAL / LAW

Staff members with legal profile will handle all legal aspects related to the Agency's activities. They will ensure that legal risks related to Frontex activities and operations are identified and mitigated through governance and operational legal support, for example by providing legal analysis and advice, reviewing internal documents prepared by Frontex entities for compliance with the applicable legal framework. They will contribute to preparation and development of internal guidelines, rules and procedures pertaining to internal and external activities of the Agency; draft briefing notes, speaking points and other legal documents, including legal instruments. They may work in the field of internal governance, operational activities, data protection, international cooperation, HR matters as well as they may be leading on, managing and contributing to all stages of the internal disciplinary justice chain, and inspections, including planning, execution and follow up.

3. HUMAN RESOURCES

Human Resources (HR) Officers will contribute to developing HR policies, guidelines, tools and communications as well as will design, implement and evaluate HR processes. They will provide expertise, support and advice to the Agency in the areas like attracting, engaging and retaining talents, supporting staff development, providing personnel administration, expatriate and social services.

4. COORDINATION / GENERAL ADMINISTRATION

Staff members with this profile will provide administrative support for a given entity by coordinating document flows internally and externally, as well as carry out analysis of documents, processes and procedures, or carry out research including gathering the best practices and compile data to support the drafting of reports, notes and other documents. They will assist in improving the quality of service delivered, workflows, processes and procedures as well as adoption of best professional practices.

5. INTERNAL CONTROL

Staff members with Internal Control profile will be responsible for performing all spectrum of internal control functions including inter alia risk management; audits; evaluations; ex-ante or ex-post controls. These engagements will focus on performance / compliance aspects related to the Agency's activities. They will be responsible for planning, executing and reporting on their engagements, promoting evidence-based decision making, ensuring accountability, driving learning and monitoring the implementation of recommendations steaming from engagement reports.

6. FINANCE

The Finance Officers will actively contribute to the establishment, evaluation, and implementation of robust financial systems and internal procedures, ensuring they remain fully aligned with the EU Financial Regulations and the agency's strategic goals. This role can also involve support with budgetary processes, to provide support to operational units to ensure that all financial activities are executed with transparency, legality, and administrative regularity. In addition, they will be responsible for preparing detailed reports in the areas of responsibility, which may be linked to budget planning and monitoring and will provide support with audits and inspections.

7. PROCUREMENT/ CONTRACT MANAGEMENT

Procurement / Contract Management Officers will support the planning, preparation, and execution of end-to-end procurement procedures and ensure the effective management of the resulting contracts throughout their entire lifecycle. Their responsibilities will include assisting in the drafting of procurement documents, supporting tendering processes, and contributing to the monitoring and administration of contracts to ensure compliance with applicable legal, financial, and procedural requirements. They will contribute to the establishment, continuous improvement, and maintenance of a horizontal procurement and contract management frameworks. This includes the development and update of guidance materials, tools, templates, and standard procedures. In addition, they will provide advice and operational support to Frontex entities on procurement and contract management matters, share best practices, and contribute to the organisation of trainings and awareness-raising activities aimed at strengthening procurement and contract management capabilities across the Agency.

8. PROJECT MANAGEMENT

Project Management Officers will manage and coordinate business, operational and/or technology-related projects throughout their project lifecycle, including initiation, planning, execution, monitoring, and closure, ensuring delivery in line with agreed objectives, timelines, and resources. They will contribute to the development and application of project management standards, processes and methodologies, ensuring consistency and compliance with established governance frameworks. They will monitor project progress, manage risks and issues, maintain project documentation and prepare status and progress reports.

9. TECHNICAL AND LOGISTIC

Staff working in technical functions will be responsible for planning, developing, and implementing acquisition initiatives, ensuring that technical equipment and services are delivered on time, cost-effectively, and meet technical and quality requirements, the tendering Process (including publication, offers submission, evaluation, award), contract implementation, and finalisation. They will ensure that technical equipment and services are engineered correctly, perform as expected, and are sustained throughout their life cycle.

Staff working in logistic functions will be responsible for the management and coordination of the flow of goods, services, and logistic information within the organization, ensuring efficient supply chain and distribution operations. They will develop and implement policies and processes to enhance efficiency and cost-effectiveness, inventory management, and work closely with internal teams and external vendors to align logistic activity with operational objectives. They will also make use of data analysis and forecasting techniques to anticipate demand and optimize supply chain processes. They must identify logistic risks and issues and develop timely and pragmatic solutions.

10. INTELLIGENCE ANALYSIS

Staff members with this profile will collect, analyse, and interpret information relevant to European integrated border management (EIBM), or will be responsible for intelligence analysis and elaboration. They will work primarily in a non-operational capacity and produce assessments that inform decision-makers. They will conduct or support research and analysis, including in open-source and classified environments; they will prepare and present accurate and timely reports, assessments and briefings, working with stakeholders and partners to gather and validate information, and to monitor and analyse global threats and events/phenomena impacting EIBM. They will use data analysis tools and technologies to interpret information and identify trends, ensuring compliance with legal and ethical standards. They will contribute to the advancement of analytical methods and processes, information requirements, product development, and data collection plans/models. This role requires the ability to synthesize complex information into actionable intelligence through research, the application of methodologies, critical thinking, structured analysis, and effective communication.

11. POLICY IMPLEMENTATION AND OPERATIONAL DELIVERY

Staff members with this profile will contribute to policy implementation in specific operational areas and carry out analysis and translating the findings into policy and or operational measures. They will assess and implement legal documents, contributing to their compliant operationalisation. They will contribute to the planning, preparation and implementation of strategies and work programmes, including by carrying out evaluations and proposing improvements, ensuring stakeholder coordination and consultation during the planning, preparation and implementation of policies and operational measures. They may also represent the unit, service, or institution at meetings and other fora in the context of policy implementation and operational delivery.

12. RETURN

Return Officers will contribute to the development, management and coordination of return related activities and services to support the Member States in the entire return process, including initiation, planning, execution, monitoring and evaluation: from pre-return, including the identification and documentation of returnees and cooperation with third country authorities, to the actual organisation and implementation of forced and voluntary returns, and provision of post return and reintegration assistance and counselling, as well as other return related business capabilities. They will contribute to developing procedures, guidelines, tools as well as design, implement and evaluate return related products and projects including such with IT and training components.

3. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁸

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 duties⁹.
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 **three years¹⁰ or more**.

Required professional experience

2. Possess (by the closing date for applications) at least **3 years** of proven full-time professional experience after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled¹¹.

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 before or after achieving the minimum qualification shall be taken into consideration as professional experience subject to provided evidence.

⁸ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

⁹ 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.

¹⁰ Diploma recognized by any EU Member State to be at EQF level 6 or higher; 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.

¹¹ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies or professional training required. Only duly documented professional activity is taken into account.

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 AD5 - AD7.

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 CEOS¹² 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 moving¹³.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹⁴.

4. SELECTION CRITERIA

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

Functional (technical) competencies:

1. At least 3 years professional experience in one or more of the described profiles.
2. Ability to identify practical solutions when faced with challenges or constraints.
3. Ability to analyse complex information, identify key issues, and develop clear, coherent and well-reasoned conclusions.
4. Ability to draft clear, concise and well-structured written documents tailored to different audiences (e.g. briefing notes, legal opinion, financial documents, operational reports, stakeholder communication).
5. Ability to develop and implement policies, methodologies, strategies, processes and projects.
6. Very good knowledge of English language - at least at the level of B2 as defined in the Common European Framework of Reference for languages.

Besides, the following attributes would be considered advantageous:

7. Professional experience in an EU institution or agency, in law enforcement or military organisation, national public administration or international / multi-national organisation.

Generic competencies:

8. To synthetically integrate and link information from multiple sources, analyse complex data, and draw sound, well-reasoned conclusions to support effective decision-making.
9. To coordinate, steer and supervise activities within the field of expertise, plan and use resources effectively and timely, make informed decisions, and proactively implement them anticipating future obstacles.
10. For roles without a formal leader role:
To provide support and guidance to team members and intervene correctively when necessary. To ensure that everyone behaves appropriately by giving clear instructions and by monitoring results.

¹² 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.

¹³ 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.

¹⁴ 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.

For roles with a formal leader role:

To support others by taking up role as mentor, by acting as an example and by helping others with their activities or assisting them in dealing with difficulties.

11. To manage and foster the relationships with the relevant internal and external stakeholders. To give targeted advice to others based on one's own credibility and expertise.
12. To manage actively self-learning, growth and self-improvement. To demonstrate a growth mindset and dedication to quality.

5. 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.

6. SELECTION PROCEDURE

The selection procedure will be organised in two phases. Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in more than one phase and step of the selection procedure.

The first phase includes the following steps:

- All the applications will be verified against the published eligibility criteria throughout the selection procedure. Applications which do not meet the established eligibility criteria will be excluded from the selection procedure regardless of the outcome of the tests.
- All candidates who submit an application by the deadline of publication shall receive an invitation to participate in the online eliminatory Multiple-Choice Question (MCQ) test and online Written test assessing the selection criteria as mentioned in section 4.
- The tests will be conducted in English and assessed by the Selection Committee based on anonymised answers.
- All candidates who will pass the threshold of 50% in the MCQ test **and** the threshold of 50% in written test will be included in the talent pool from which Frontex may recruit new temporary staff members within the function group AD6.
- This talent pool will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement in the talent pool does not guarantee an employment offer.
- The call is being published solely for Frontex use and the pool of successful candidates will not be open for recruitment for other EU bodies and Institutions.

The second phase includes the following steps:

- The appointed Selection Committee(s) will screen the applications of candidates placed in the talent pool and will invite for a competency interview those who meet the requirements of the specific profiles.
- Shortlisted candidates will be invited for a competency-based interview with the appointed Selection Committee(s).
- The interviews shall be conducted in English and may take place via a videoconference. Optionally, Frontex entities may decide to organise additional tests (computer-based, paper-based or practical tests) on specialised knowledge directly linked to the post and duties and to the selection criteria published in this call.
- The names of the members of the Selection Committee will be disclosed to the applicants invited for the interview and test (if applicable).
- During this phase, the Selection Committee(s) will examine the candidates' profiles and assess their suitability for the post in question, in view of the competencies described in section 4.
- Following the interviews, the Selection Committee(s) will recommend the most suitable candidate(s) for the post(s) to the Appointing Authority of Frontex.

- Each interviewed applicant will be notified in writing on outcome of his/her application. Non-recruited candidates will remain in the talent pool and may be invited for another interview to assess their suitability to fill another vacant post of the same or similar profile.

Important Recruitment and Selection rules:

1. The Selection Committee is established to assess the applications and evaluate the skills and competences of the candidates. The Selection Committee makes recruitment recommendations to the Appointing Authority based on the competency interviews and written test (if applicable).
2. The Selection Committee shall ensure strict legal compliance, in accordance with the principles of transparency, equal opportunities, merit and competency, in order to transparently and objectively guarantee equal treatment and non-discrimination. The Selection Committee ensures a standardised approach throughout the steps and stages of the recruitment/selection procedure.
3. Before the start of the tests and interviews, candidates will be informed of the specific instructions to be followed. It is strictly prohibited to use any fraudulent system of support or (external) assistance during any of the test(s) and interviews. Should it be found that a candidate has not complied with these instructions or has used a fraudulent and deceptive system, be it human, manually or electronically assisted, the candidate will be notified during or after the performance of the tests and shall be excluded from the recruitment/selection procedure.
4. Candidates shall be invited to each test/ interview (if applicable) once. Failing to attend any of the steps at the scheduled date and time will result in exclusion from the recruitment/selection procedure.
5. It is expected that candidates demonstrate a high level of professionalism and integrity. A zero-tolerance approach shall be applied to disrespectful behaviour towards Frontex staff or other candidates during all steps of the selection procedure.
6. The work and deliberations of the Selection Committee are strictly confidential and any direct or indirect contact by a candidate with its members regarding the selection procedure 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.

7. 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 duties¹⁵.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD6**¹⁶.

A contract of employment will be offered for a period of five years¹⁷, 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

¹⁵ Before the engagement, the successful applicant shall be medically examined by a medical centre designated by Frontex.

¹⁶ 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.

¹⁷ Specific rules will apply in case of internal or inter-agency mobility.

on personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance.

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

Function group, grade and step	AD6 Step 1	AD6 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	4 347 EUR 18 424 PLN	4 509 EUR 19 110 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 82.30% correction coefficient applicable for Poland):		
a) Household allowance	313 EUR 1 327 PLN	318 EUR 1 347 PLN
b) Expatriation allowance	917 - 1 175 EUR 3 885 - 4 979 PLN	955 - 1 214 EUR 4 048 - 5 146 PLN
c) Dependent child allowances for each child	434 EUR 1 838 PLN	434 EUR 1 838 PLN
d) Preschool allowance	106 EUR 449 PLN	106 EUR 449 PLN
e) Education allowance for each child up to	589 EUR 2 495 PLN	589 EUR 2 495 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 82.30). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.2378 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 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 solidarity levy is 6 %.

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.

An accredited European School¹⁸ operates in Warsaw to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school offers the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam). Frontex staff children enjoy priority admission to this school, however it may happen that the required class/level is full at the moment of admission, and the school cannot enrol the child. In such a case, education allowance may be granted up to a single ceiling provided that an enrolment took place at another fee-paying school. The admission process is exclusively being handled by the school and it's subject to school's internal policies¹⁹; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information²⁰.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities²¹ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²², which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

(a) reimbursement of VAT on purchases of household goods and furniture to assist a newcomer to settle in Warsaw.

¹⁸ More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](http://About the Accredited European Schools (eursc.eu)).

¹⁹ E.g. the school may require the pupil concerned to set language competency exams, etc.

²⁰ You may find contact details by accessing: International European School*Warsaw

²¹ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²² Polish citizens and permanent residence holders are excluded.

(b) reimbursement of VAT and excise tax (if applicable) on a purchase of a motor-vehicle.

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.

8. 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 CEOS²³.

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:

²³ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

- For applications received from not-selected applicants: the data are filed and stored in archives for **5 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** 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 **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).

9. 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](#).

10. 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:

- 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-2026-00015'.
- Be submitted to Frontex - after saving - by uploading it to this URL link:

<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00015>

- 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 AD6TalentPool@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 **first 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.