

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2025-00119

Return Operations Officer

Project Manager

Post (business title):	Return Operations Officer in the Return Operations Sector (1 post) Project Manager in the Return Knowledge Office (1 post) (a reserve list to be created for 2 posts to be filled)
Sector/Unit/Division:	Return Operations Sector/Return Operations and Voluntary Return Unit/Return Division Return Knowledge Office/Return Division
Function group / Grade / Post title:	Temporary staff 2(f), AD5, Administrator ¹
Grade bracket for internal mobility ² :	AD5 - AD7
Grade for inter-agency mobility ³ :	AD5 - AD7
Location:	Warsaw, Poland
Starting date:	Third quarter 2026 (desired)
Level of Security Clearance:	CONFIDENTIAL UE / EU CONFIDENTIAL
Closing date for applications	<u>(MIDDAY) 20 April 2026 at 12:00 h⁴, 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 Date of publication: 23 March 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 balance⁵ 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 Regulation⁶. 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 give 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.

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

⁵ Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Czech, Danish, Dutch, French, German, Icelandic, Irish, Italian, Liechtensteiner, Norwegian, Slovak, Swedish, Swiss.

⁶ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

2. RETURN DIVISION (RET)

The Division is led by the Director of Return Division who reports to the Deputy Executive Director for Operations.

Mision

The mission of the Return Division is providing operational, technical and financial support to Member States and, where applicable, to Third Countries, ensuring an efficient and sustainable implementation of returns within the framework of the Union policy on return and in accordance with the Agency's mandate.

The main tasks and responsibilities of the Return Division are as follows:

- a) Providing technical and operational assistance to Member States in all stages of the return process;
- b) Supporting Member States in the organisation and coordination of return operations, including by means of Frontex-organized return operations;
- c) Providing assistance to Member States in relation to (assisted) voluntary returns;
- d) Acting, at HQ level, as single point of contact for strategic and operational return matters for the relevant Frontex contingents, other agencies and national authorities;
- e) Supporting efficient implementation of EU's policy on return.

Organisation

The Return Division is tasked with the following horizontal responsibilities:

- a) Managing return data;
- b) Providing return analytical capability;
- c) Overseeing business-level management of return IT systems;
- d) Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division in the field of return, 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.

The Return Division (RET) is composed of the following entities:

- a) Return Operations and Voluntary Returns Unit (RVR);
- b) Pre-return Unit (PRE);
- c) Post-return Unit (POST);
- d) Return Knowledge Office (RKO).

2.1 Return Operations and Voluntary Returns Unit (RVR)

The Return Operations and Voluntary Returns Unit (RVR) is led by the Head of Unit who reports to the Director of the Division.

The main tasks and responsibilities of the Return Operations and Voluntary Returns Unit (RVR) are as follows:

- a) Supporting to Member States in the organisation and implementation of forced and voluntary returns;
- b) Organising and implementing of Frontex-organised return operations;
- c) Managing of operations and voluntary returns through the Frontex-Assisted Returns (FAR) module of the Integrated Return Management Application (IRMA);
- d) Ensuring monitoring of fundamental rights in cooperation with the FRO;
- e) Chartering of aircraft, vessels, vehicles and providing other technical support needed to implement returns, including framework contracts for returns by air, land and sea;
- f) Planning and evaluation of operational deployments of FRESO in support of Member States return-related activities;
- g) Supporting, monitoring, guiding and providing operational directions to R1 Contingent;
- h) Implementing and/or contributing to training in the field of return for activities under the Rolling Operational Plan, Specific Activity Plan for Frontex Return Escort and Support Officer (FRESO) and Standing Corps basic training;

- i) Contributing to definition of strategies and activities in the field of return operations and voluntary returns, in line with relevant EU policy and based on the EIBM multiannual strategic policy cycle and the EIBM Technical and Operations Strategy;
- j) Strategically planning Frontex support to return operations and voluntary returns, as well as evaluation;
- k) Pooling of good practices and the collection and distribution of information on the Unit's activities.

The Return Operations and Voluntary Returns Unit (RVR) is composed of the following entities:

- a) Return Operations Sector (ROS);
- b) Return Planning and Evaluation Sector (REPES).

2.2 Return Operations Sector (ROS)

The Return Operations Sector (ROS) is led by the Head of Sector who reports to the Head of Unit. The main tasks and responsibilities of the Return Operations Sector are as follows:

- a) Supporting Member States with the organisation and implementation of forced and voluntary returns, including Frontex-organised return operations in cooperation with other relevant entities;
- b) Optimising processes related to return operations, ensuring continuous adherence to EU policies, fundamental rights, data protection and applicable legal basis;
- c) Implementing a quality assurance system, including inter-alia implementation of customer service policy, strengthening quality of services provided to Member States;
- d) Coordinating chartering of aircraft, vessels, and other technical support needed to implement returns, including preparing and implementing framework contracts for returns by air, land, and sea, in close cooperation with other relevant entities;
- e) Developing training content and implementing training sessions in the field of return for activities implemented by RVR Unit, and of return officers in cooperation with relevant entities and with EBCG Academy in lead and in compliance with EBCG Academy quality management process, also in response to Member States' specific needs;
- f) Contributing to development of operational modules of the Frontex IT platform for return;
- g) Preparing and implementing projects in the area of return operations and voluntary returns, including technical assistance to Member States, in cooperation with other relevant internal and external entities;
- h) Developing operational concept, Operational Planning and prioritization of deployments of Frontex Return Escort and Support Officer (FRESO) profile of the Frontex Standing Corps;
- i) Providing daily support, monitoring and operational guidance to the R1 Contingent, including in ad-hoc deployments of FRESO to support return operations;
- j) Operating, jointly with the Frontex Operations Centre, the return monitoring desk in order to provide up-to-date overview of return operations and FRESO deployments.

2.3 Return Knowledge Office (RKO)

The Return Knowledge Office (RKO) is led by the Head of Office who reports to the Director of the Division.

The main tasks and responsibilities of the Return Knowledge Office (RKO) are as follows:

- a) Managing of the return and return related data and information for purposes of enabling return knowledge;
- b) Implementing of return analysis roadmap to facilitate return and return related planning and informed decision making through production of return analysis products, in cooperation with EIBM Intelligence Division;
- c) Continuously updating the Return case management system reference model (RECAMAS) and provision of support for improvement of national return case management systems;
- d) Ensuring development and provision of communication infrastructure that would link the return case management systems of the MS with Frontex integrated return management platform - IRMA 2.0;
- e) Managing return digitalization programme resulting into delivery and use of necessary IT systems and tools for return, e.g. IRMA 2.0;
- f) Assisting the Division with cross cutting tasks and activities;
- g) Supporting strategic planning and management of budgetary and financial aspects within the scope of the Division.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Return Operations Officer:

Reporting to the Team Leader of the Return Operations Team within the Return Operations Sector the job holder will be responsible for:

- a) Supporting the coordination of the Service Desk for Return Operations including:
 - Identification and evaluation of needs;
 - Communication with return stakeholders in Member States;
 - Participation in return operations as Frontex representative;
 - Reporting and evaluation of operational results;
- b) Supporting the development, planning, coordination and implementation of return assistance activities, including:
 - Activities focused on streamlining Member States activities and procedures in the area of return operations;
 - Capacity building activities in relation to Member States and Third Countries in the area of return, according to instructions provided by the Unit's management;
 - Developing, implementing and managing return-related projects as an operational manager or contributing to these processes as a member of the operational team;
- c) Contributing to the administration of IT systems supporting return related activities and processes;
- d) Contributing to preparation of inputs, statistics and documents with respect to the scope of the Team's activity;
- e) Monitoring the correct implementation of assigned operations, including the respect for fundamental rights and the Frontex Codes of Conduct by persons participating in activities coordinated by the Agency;
- f) Identifying and carrying out the pooling of good practices in return operational activities;
- g) Promoting good practices and knowledge-sharing in the field of return operational activities;
- h) Organizing meetings, briefings, workshops, and facilitation of network cooperation in the field of the Unit's activities;
- i) Contributing to the process of planning, implementation and evaluation of the Unit's operational activities;
- j) Supporting other activities undertaken by the Sectors.

Project Manager:

Reporting to the Team Leader of the Return Digitalisation Team, the job holder will be responsible for:

- a) Updating and completing the project-related documentation for registered business initiatives in collaboration with Digital Projects Sector;
- b) Ensuring the supervision of the execution of the Return Digitalisation projects in line with the planning and proposing changes in planning, when needed;
- c) Ensuring adequate identification, registration and management of the project risks;
- d) Updating the project planning in function of the progress and the changes in the environment of the project;
- e) Liaising with all relevant stakeholders in Returns Division, in Frontex and with external partners;
- f) Taking part in meetings relevant to the project, such as expert meetings, progress meetings, and documenting their outcomes;
- g) Ensuring regular and frequent reporting against the KPIs to the Project Steering Committee;
- h) Ensuring timely provision of the business requirements in line with the business objectives for required tools;
- i) Coordinating with relevant stakeholders all activities related to the testing, acceptance, preparation of entry into production of these tools;
- j) Ensuring prioritisation of requirements and management of competing priorities or interests.
- k) Supporting other activities undertaken by the Office.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1 General/common criteria⁷

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 duties⁸.
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 years⁹ or more**.

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 CEOS¹⁰ 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 CEOS in the relevant function group¹².

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).

⁷ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

⁸ 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.

⁹ 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.

¹⁰ 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.

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 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.

Professional qualifications, competencies and experience required:

For both profiles:

1. Good knowledge of the EU legal framework on return/digitalisation activities as well as legislation related to Frontex and of the functioning of EU institutions and bodies.
2. At least one year of proven full-time professional experience in duties related to the tasks assigned (per profile).

Specific criteria for the Return Operations Officer:

3. At least one year of proven experience and knowledge in the field of return operations performed at European, regional or national level.
4. Experience in management of return operations via Service Desk or similar, with understanding of operational specificities in the field.

Specific criteria for the Project Manager:

3. Proven professional experience in contract management and/or budgetary monitoring.
4. Practical experience in change management and in transition from project into operation.

Besides, the following attributes would be considered advantageous:

For both profiles:

5. Proven experience in cooperation and negotiations with public sector institutions, e.g. EU institutions, Member States, Schengen Associated Countries and similar.

Specific criteria for the Return Operations Officer:

6. Completion of national and/or EU return operations related trainings.
7. Experience in evaluating operations results and support the strategic planning of operational activities.
8. Experience in drafting dedicated documentation: reports in the area of return operations.

Specific criteria for the Project Manager:

6. Experience in product management and/ or service management (e.g. coordination of Service Desk practice)
7. Practical experience on defining and managing priorities, business requirements and acceptance criteria.
8. Experience in drafting dedicated documentation: project documentation, procedures and processes.

Personal qualities and competences:

For both profiles:

9. Excellent drafting, editing and communication (including presentation) skills in English ensuring clear communication of complex subjects (C1 Level).
10. Ability to prioritize and work to deadlines under minimal supervision, under pressure in relation to demanding tasks and heavy workload, in possible crisis situations, and under time constraints.
11. Very high level of constructive, positive and service oriented attitude.
12. High level of commitment, initiative and creativity (ability to propose solutions and actively tackle upcoming tasks and challenges).
13. Strong interpersonal skills in liaising with internal and external stakeholders, actively searching and gaining information.

6. 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.
- Up to 40 applicants who are best matching the evaluated selection criteria and who have achieved minimum 60 % during CV screening will be invited for a competency test. At least one part of the qualifying written test will be assessed based on anonymised answers. Applicants who will achieve at least 50 % in the competency test will be invited to an interview with the Selection Committee.
- 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.
- The most suitable applicant(s) for the post(s) who have achieved minimum 60 % of the combined score in the competency test and interview will be proposed for a reserve list. An additional interview with the Appointing Authority and/or another relevant manager may be arranged before the Appointing Authority takes the final decision.
- A reserve list 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 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 duties¹³.

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: **AD5**¹⁴.

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

¹³ 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.

¹⁴ 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.

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	AD5 Step 1	AD5 Step 2
1. Basic net/payable salary <i>(after all deductions, contributions and taxes are applied)</i>	3 894 EUR 16 501 PLN	4 041 EUR 17 123 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate <i>(expressed as gross amount weighted by 82.30 % correction coefficient applicable for Poland):</i>		
a) Household allowance	300 EUR 1 270 PLN	304 EUR 1 288 PLN
b) Expatriation allowance	810 - 1 066 EUR 3 433 - 4 519 PLN	844 - 1 101 EUR 3 578 - 4 666 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 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 %.

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 School¹⁵ 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 policies¹⁶; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information¹⁷.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities¹⁸ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff¹⁹, 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;

¹⁵ More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](#).

¹⁶ E.g. the school may require the pupil concerned to set language competency exams, etc.

¹⁷ You may find contact details by accessing: [International European School*Warsaw](#)

¹⁸ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

¹⁹ 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.

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.

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁰.

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 5 years and after this time the data are destroyed;

²⁰ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of the **reserve list** 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).

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.

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-2025-00119'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2025-00119>
- 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.