

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2022-00119

Director of Situational Awareness and Monitoring

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|--------------------------------------|--|--|
| | | Director of Division (a reserve list to be created for 1 post to be filled) |
| Sector/Unit/Division: | | Situational Awareness and Monitoring |
| Function group / Grade / Post title: | | Temporary staff 2(f), AD12, Director of Division ¹ |
| Grade bracket | for internal mobility ² : | AD12 - AD14, or AD11 with 2 years of seniority in that grade |
| | for inter-agency mobility ² : | AD12 - AD14 |
| Location: | | Warsaw, Poland |
| Starting date: | | September 2023 (desired) |
| Level of Security Clearance: | | SECRET UE / EU SECRET |
| Closing date for applications | | (MIDDAY) 29 May 2023 at 12:00 h³, Warsaw local time |

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1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁴. 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.

¹ Type of post: Director of Division.

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

³ Date of publication: 28 April 2023.

⁴ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to 2,500 to meet its expanding tasks.

The new European Border and Coast Guard Regulation provides for the establishment of a European Border and Coast Guard Standing Corps, which will consist of up to 10,000 operational staff by 2027, and will be deployed along the external land, sea and air borders of the European Union and the Schengen Area.

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected applicant will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

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

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

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

2. SITUATIONAL AWARENESS AND MONITORING DIVISION (SAM)

Mission

The SAM drives intelligence-led decision-making in EU border management and planning of targeted responses, by fusing actionable information and delivering tailored and forward-looking knowledge products in a timely manner. It develops the information management strategy of the Agency in cooperation with all other entities.

Organisation

The Division is led and managed by the Director of SAM (DSAM) who reports to the Executive Director. The SAM is divided into three Units: Frontex Situation Centre (FSC), Risk Analysis Unit (RAU), and Vulnerability Assessment Unit (VAU). An Information Fusion Centre (IFC) is also established within the Division. The tasks and activities of the Division are coordinated by the SAM Coordination Office (CSAM), which is part of the coordination structure of the Agency.

Main tasks

- a) Producing actionable information and analysis to enable the effective and efficient functioning of the European Border and Coast Guard (EBCG), based on integrated risk analyses and vulnerability assessment.

- b) Supporting and promoting intelligence-led operational activities and information exchange networks.
- c) Contributing to the development and implementation of a fully interoperable and efficient European Quality Control Mechanism.

Key activities

- a) Producing actionable information through 24/7 (near-to) real-time situation and crisis monitoring and surveillance, contributing to creating and maintaining national situational pictures, the European situational picture and the specific situational pictures.
- b) Regularly providing analysis and assessments by border sections/ border crossing points on aspects relevant to the European integrated border management to inform operational and strategic decisions.
- c) Producing and disseminating knowledge generated by risk analysis and vulnerability assessment to feed into Frontex operational and strategic planning of Member States and EU policymakers.
- d) Supporting the set-up and functioning of information exchange and risk analysis centres and networks, including in third countries, in collaboration with Member States and other partners.
- e) Maximising the synergies between the Schengen Evaluation Mechanism, vulnerability assessments and national quality control mechanisms.

Cooperation with other divisions

When carrying out its tasks, the SAM works in close cooperation and in coordinated fashion with other entities of the Agency. This especially applies to the ORD and the ECRET for the purpose of informing the planning and implementation of Agency's operational activities, the CBD for the purpose of supporting the integrated planning of the Agency, the ETIAS for the purpose of risks screening and the IEC for the purpose of strengthening the operational cooperation with third countries and international organisations, including as regards enhancing the information within the mandate of the Agency. Any IT related project developed or supported by the Division shall be closely consulted and coordinated with the FDS.

Frontex Situation Centre

The FSC is a Unit responsible for 24/7 situation monitoring, early alerts and a comprehensive and up-to-date situational picture of the external borders and the pre-frontier area of the European Union. The FSC supports the Agency's business continuity policy as well as decision-making in crisis situations. To achieve these objectives, the Unit is divided into two sectors:

Monitoring Hub (HUB)

Main tasks

- (a) Providing 24/7 situation, crisis and operational media monitoring.
- (b) Acting as main information hub within the National Coordination Centres (NCC) network.
- (c) Developing and maintaining the Serious Incident Reporting (SIR) procedure and coordinating its application.
- (d) Supporting the application of the reporting procedure for the supervisory mechanism on the use of force.
- (e) Supporting the crisis management response mechanism established and maintained by the Security Sector (SEC) in the Security Unit (SECU) of the FDS.
- (f) Contributing to the Agency's response to security-related incidents together with the respective entities contributing to the duty of care responsibility of the Agency.

Frontex Surveillance Sector (FSS)

Main tasks

- (a) Maintaining an updated situational picture by performing surveillance activities at the external borders and pre-frontier areas of the European Union.
- (b) Providing early alerts to Member States and EU agencies to enhance their response capability.

- (c) Executing the EUROSUR fusion services at the external borders of the European Union, in pre-frontier areas and in third countries.

Risk Analysis Unit

The RAU is responsible for providing actionable information covering all aspects relevant to European IBM, especially border control, return, unauthorised secondary movements of third-country nationals within the EU, prevention of cross-border crime including facilitation of unauthorised border crossings, trafficking in human beings, terrorism and threats of a hybrid nature, as well as the situation in relevant third countries. To achieve these objectives, the Unit is divided in three sectors:

Third Country Analysis Sector (TCA)

Main tasks

- (a) Monitoring developments and supporting cooperation with third countries in key third countries of origin and transit for illegal immigration.
- (b) Maintaining risk analysis networks in regions neighbouring the European Union.
- (c) Developing and implementing early warning and forecasting analytical tools and the pertaining methodologies covering the whole spectrum of the European IBM, in cooperation with European and third countries partners where applicable.
- (d) Implementing the AFIC Project to strengthen the capacities of the 'Africa Frontex Intelligence Community' (AFIC) network countries in the field of risk analysis in synergy with the 'Immigration Liaison Officers' (ILO) network in Africa.

Operational Analysis Sector (OPA)

Main tasks

- (a) Supporting the planning, implementation and evaluation of operational activities of Frontex including ETIAS risks screening with an intelligence-led approach.
- (b) Managing human intelligence activities, including operational support to the standing corps members in relevant profiles.
- (c) Contributing to the development of contingency plans, national capability development plans and the capability roadmap of the EBCG.
- (d) Defining the selective monitoring of pre-frontier areas in relation to EUROSUR Fusion Services and attributing impact levels to border sections.
- (e) Supporting the annual planning and multiannual indicative planning of profiles of the EBCG standing corps and the annual technical equipment pool.
- (f) Processing operational personal data for the purpose of identifying persons suspected for involvement in cross-border crime and terrorism, exchanging these data with the law enforcement authorities of the Member States, Europol and Eurojust.
- (g) Processing personal data of persons who cross the external borders without authorisation, for the purpose of performing risk analysis and exchanging them with relevant authorities of the Member States and EU agencies.

Strategic Analysis Sector (STA)

Main tasks

- (a) Preparing the biennial Strategic Risk Analysis for European IBM in close consultation with the Member States.
- (b) Preparing general annual risk analyses and tailored risk analyses, including strategic analytical support in the context of the EU Policy Cycle against serious international and organised crime.
- (c) Developing and maintaining a Maritime Intelligence Community and Risk Analysis Network, with a view to support the strengthening of the European coast guard function.

Vulnerability Assessment Unit

The VAU is responsible for monitoring and assessing the capacities and readiness of the Member States to face current and upcoming challenges at their external borders. The VAU serves as the point of contact for the Schengen Evaluation Mechanism matters within Frontex. To achieve these objectives, the Unit is divided in two sectors:

Assessments Sector (ASM)

Main tasks

- (a) Delivering vulnerability assessment reports.
- (b) Delivering operational vulnerability assessment knowledge products.
- (c) Maintaining and developing the Vulnerability Assessment Platform (VAP).

Measures and Strategy Sector (MST)

Main tasks

- (a) Regularly improving the effectiveness of vulnerability assessment activities by further developing the Common Vulnerability Assessment Methodology, also by designing standards and benchmarks for the benefit of other quality control mechanisms.
- (b) Designing recommendations on measures for the decision of the ED.
- (c) Monitoring the implementation of the recommended measures by Member States.
- (d) Delivery of strategic vulnerability assessment knowledge products.

Information Fusion Centre

The IFC provides up-to-date, reliable and innovative information services, operational products as well as knowledge and technology driven capabilities based on a wide range of data, including geospatial and earth observation data, maritime and air border surveillance data and data from Frontex operational activities. The IFC also develops, implements and provides EUROSUR business capabilities.

Main tasks

- (a) Designing, implementing and providing EUROSUR Fusion Services and the Copernicus Border Surveillance Service.
- (b) Creating and providing maps, cartographic, geospatial and imagery intelligence products.
- (c) Defining and implementing processes, tools and capabilities required for data management, data governance and quality assurance.
- (d) Providing business intelligence and analytics services.
- (e) Implementing the Copernicus programme delegation agreement.
- (f) Acting as a service desk for responding to requests for fusion and information capability services, analytical products and EUROSUR business capabilities.

Situational Awareness and Monitoring Division Coordination Office

The tasks and activities of the SAM are coordinated by the CSAM. The CSAM assists the DSAM and is managed by a HoO.

Main tasks

- (a) Providing horizontal coordination of the Division by managing the tasks and activities and ensuring their quality and timely delivery.
- (b) Supporting strategic planning and managing budgetary and financial aspects within the scope of the Division.
- (c) Participating in the coordination structure of the Agency by cooperating with the coordination offices of other divisions and with the EAU.
- (d) Serving as the primary point of entry for communication with other entities of the Agency.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Executive Director, the Director of Situational Awareness and Monitoring is responsible for:

- Assisting the ED and DEDs in developing, communicating, and implementing strategic objectives in the area of Situational Awareness and Monitoring, in the implementation of the Frontex mandate and the management of related changes.
- Strengthening EU-wide early warning and pre-frontier monitoring capacities.
- Enhancing operational response by enabling full use of intelligence capacities and innovative technologies.
- Supporting the development and implementation of the new Frontex chain of command and operational concept.

- Acting as the immediate superior of middle managers, steering and supervising the overall activities of the SAM.
- Coordinating activities in the area of responsibilities in close cooperation with other Frontex entities.
- At the Division level, ensuring alignment of human and financial resources with Frontex strategic objectives through an effective planning, implementation and reporting of supervised Units, including the preparation of the Agency's annual program of work and the preparation of annual reports.
- Ensuring cooperation with the Inspection and Control Office on project management at divisional level.
- Managing relevant resources at the divisional level, including human resources and budget.
- Assigning new specific tasks to the entities of the Division as well as deciding on the creation and dissolution of specialised teams within the Division and designating the team leaders responsible for the implementation of the team's objectives.
- Ensuring and evaluating the delivery of timely and qualitative output for the Division.
- Implementing recommendations stemming from the internal or external audit reports and evaluations in the area of responsibility.
- Implementing the corporate risk management in the area of responsibility.
- Actively promoting the Frontex corporate values and code of conduct as well as contributing to the implementation of the Agency's anti-fraud strategy.
- Supporting the implementation of the legal framework related to Fundamental rights in respect of the applicable internal procedures.
- Ensuring the implementation of the applicable legal framework for personal data protection at the Division level.

4. ELIGIBILITY CRITERIA

General/common criteria⁵

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 duties⁶.
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).

4.1. External applicants

Minimum qualifications (university diploma)

6. Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years⁷ or more** (of full-time education).

or

⁵ Pursuant to Article 12(2) of the CEOS.

⁶ 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.

⁷ 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.

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 years⁸ (of full-time education).

Required professional experience

7. Possess (by the closing date for applications) at least **15 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled⁹.
8. Have at least two years of professional experience as a manager.

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

4.2. Inter-agency applicants

9. On the closing date for applications and on the day of filling the vacant post, are employed as temporary staff 2(f) within their agency in a grade and function group corresponding to the published grade bracket.
10. Have at least two years' service within their agency before moving¹⁰.
11. Have successfully completed the probationary period as provided for in Article 14 of the CEOS¹¹ in the relevant function group¹².
12. Have at least two years of experience in a middle management function in the EU Institutions/Agencies.

4.3. Internal applicants

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

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):

5.1. Professional, specialist and technical competences

1. At least 15 years of proven experience dealing with duties related to the tasks assigned, of which at least 6 years of professional experience in a management role at middle or senior managerial level (managing human and financial resources¹³), in particular ability to lead, motivate and develop teams to the best of their potential.
2. Excellent command of the regulatory framework governing the EU institutions and Frontex, particularly in the field of Integrated Border Management and Situational Monitoring, as well as European Quality Control Mechanism and Fundamental Rights in respect of the applicable internal procedures.

⁸ 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.

⁹ 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.

¹⁰ 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.

¹¹ Conditions of Employment of Other Servants of the European Union (OJ L 56, 4.3.1968, p. 10), as lastly amended.

¹² Where, in exceptional circumstances, Frontex would engage a member of temporary staff 2(f) 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.

¹³ Familiarity with administrative, financial and oversight issues (practice in budgetary and financial management in a public body) is assumed to be fully met by eligible applicants applying via internal or inter-agency mobility.

3. Knowledge and professional experience in providing intelligence led analytical products.
4. Knowledge and professional experience in design and implementation of near to real time information collection and analysis for intelligence led decision making.
5. Professional experience in leading and organising complex operational activities, such as international operations or exercises.
6. Proven experience in leading development and implementation of time- and policy-sensitive strategies, programmes and operational processes, introducing innovation and managing conflicting priorities in a fast-paced environment.
7. Sound understanding of and experience in quality assurance, risk management, organisational processes, including proven experience in setting up new structures and managing organisational changes.

Besides, the following attributes would be considered advantageous

8. University degree relevant to the duties and responsibilities linked to the post.
9. Work experience in large organisations, preferably in a law enforcement environment, in the areas of the tasks assigned.

5.2. Core managerial competencies

• General management skills

1. Ability to set and revise objectives for the entity within the overall strategic framework and priorities of the Agency.
2. Ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the entity's and team members' objectives set, in cooperation with the members of the team.
3. Ability to organise, assign and manage the entity's work among the members of the team and to set them challenging but realistic objectives.
4. Ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the entity's objectives.
5. Ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the entity's objectives.
6. Ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential.
7. Ability to develop and support career development and learning opportunities for the members of the team.

• Communication skills

8. Ability to communicate in English clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
9. Ability to solicit inputs from and listen to staff, partners, and stakeholders.

• Interpersonal skills

10. Ability to deal with people effectively, respectfully and courteously.
11. Ability to build productive and cooperative working relationships with hierarchy and other units and colleagues.

• Negotiation skills

12. Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

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 pre-checked in order to verify whether it meets the eligibility criteria;
- Using assessment checklists, a pre-selection panel will consider all applications received having regard to the vacancy notice. All the applications are evaluated based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure. Applicants who are best matching the evaluated selection criteria will be invited for a competency test and (where appropriate) to an interview. At least one part of the qualifying written test will be assessed based on anonymized answers.
- The names of the members of the pre-selection panel will be disclosed to the applicants invited for the test and interview. The panel shall draw up a shortlist of the applicants who most correspond to the profile sought, giving reasons for its choices.
- The applicants on the shortlist shall be invited to an interview with the Executive Director and at least two other members of a grade and management function equal or superior to that of the function to be filled (selection panel). The Executive Director may decide to invite also other eligible applicants.
- The potential, managerial skills, adaptability, and other core competencies of shortlisted applicants will be assessed in an assessment centre, unless the applicant has taken part in such assessment centre in the course of the two years preceding the closing date for receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s/he may at her/his request be admitted to the assessment centre. The result of the assessment centre shall be taken into consideration by the appointing authority.
- The selection panel shall interview the invited applicants.
- The names of the selection panel members will be disclosed to the applicants invited for the interview.
- During the interview, the selection panel will further examine the competencies of shortlisted applicants and assess their relevancy for the post.
- The tests and interviews will be conducted in English.
- Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

Each interviewed applicant will be notified in writing on outcome of his/her application. **We expect all applicants to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us.**

The work and deliberations of the panels are strictly confidential and any contact of an applicant with respective members is 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 applicant.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed by the Executive Director of Frontex.

In order to be engaged, the appointed applicant shall:

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

- Be physically fit to perform the duties¹⁴.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade AD12¹⁵. This is a middle management post.

A contract of employment will be offered for a period of five years¹⁶, with a probationary period¹⁷ of nine months. The contract may be renewed.

The staff member's remuneration consists of a basic salary and allowances. The staff member may be entitled to various allowances, in particular to an expatriation (16 % of basic gross salary) or to a foreign residence allowance (4 % of basic gross salary) - depending on particular situation, and to family allowances (depending on personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance.

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

| Function group, grade and step | AD12 Step 1 | AD12 Step 2 |
|--|--|--|
| 1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>) | 6 170 EUR 28 916 PLN | 6 359 EUR 29 803 PLN |
| 2. Management allowance | 189 EUR 886 PLN | 197 EUR 923 PLN |
| 3. Other possible monthly entitlements/allowances, depending on the personal situation of the applicant (<i>expressed as gross amount weighted by 71.70 correction coefficient applicable for Poland</i>): | | |
| b. Household allowance | 333 EUR 1 562 PLN | 341 EUR 1 598 PLN |
| c. Household allowance with management allowance | 341 EUR 1 598 PLN | 349 EUR 1 635 PLN |
| d. Expatriation allowance | 1 460 - 1 671 EUR 6 843 - 7 834 PLN | 1 521 - 1 734 EUR 7 131 - 8 127 PLN |
| e. Expatriation allowance with management allowance | 1 521 - 1 734 EUR 7 131 - 8 127 PLN | 1 585 - 1 799 EUR 7 430 - 8 433 PLN |
| f. Dependent child allowances for each child | 329 EUR 1 544 PLN | 329 EUR 1 544 PLN |
| g. Preschool allowance | 80 EUR 377 PLN | 80 EUR 377 PLN |
| h. Education allowance for each child up to | 447 EUR 2 095 PLN | 447 EUR 2 095 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 71.70). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.687 PLN/EUR).

The remuneration of the staff members, the correction coefficient and the exchange rate are updated annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension, and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

An [accredited European School](#)¹⁸ operates in Warsaw as of September 2021 to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school is opening gradually, and the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam) will be available in September 2024.

¹⁴ Before the engagement, the successful applicant shall be medically examined by a medical centre designated by Frontex.

¹⁵ For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS; the successful applicant shall be appointed in his/her current grade, except for a staff in grade AD11 who shall be appointed in grade AD12.

¹⁶ Specific rules will apply in case of internal or inter-agency mobility.

¹⁷ In addition to a standard probationary period, a management trial period of nine months shall apply to newly appointed middle manager.

¹⁸ More detail on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

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 staff¹⁹:

- (a) in case the appropriate education level is not available yet for a child in the accredited European School in Warsaw - reimbursement of tuition cost of each dependent child attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per year;
- (b) reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (c) reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

Frontex being a knowledge-based organization acknowledges the importance of training provided to its staff. Frontex provides general and technical nature training as well as professional development opportunities that are discussed annually during the staff performance appraisal.

Throughout the period of service staff is a member of the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and after reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at Frontex may be transferred into the EU pension system.

Staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled under certain conditions to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions please refer to the Staff Regulations and the CEOS.

Frontex requires selected applicants to undergo a vetting procedure executed by the National Security Authority of the applicants' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. For this post, the **required level of clearance is specified on the title page of the Vacancy Notice**. Applicants who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the applicant shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected applicants do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the applicants' state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

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.

¹⁹ Staff of non-Polish nationality and non-permanent residents.

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

The selection procedure is conducted under the responsibility of the Human Resources Unit, within the Situational Awareness and Monitoring of Frontex. The controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by applicants will be accessible to strictly limited number of staff in Human Resources, to the Selection Committee members (members of pre-selection and selection panels) and to Frontex management. If necessary, it will be provided to the staff of Legal and Procurement Unit, external parties directly involved in the selection process or to respective internal ICT experts (in case of technical issues with the application) or internal or external auditing or investigating bodies.

There will be no automated decision making or profiling upon applicants' data.

No data is transferred to a third country or international organisation.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- For applications received from not-selected applicants: the data are filed and stored in archives for **2 years** and after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of **the reserve list + 1 year** and after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of **10 years** after the termination of employment or as of the last pension payment **and** after this time the data are destroyed.

Applicants have the right to request access to and rectification or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the applicant from the recruitment and from the selection procedure.

Should an applicant have any query concerning the processing of his/her personal data and has substantiated request, he/she shall address them to the HR Unit at jobs@frontex.europa.eu or Frontex Data Protection Officer at dataprotectionoffice@frontex.europa.eu.

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

10. REVIEW AND COMPLAINT PROCEDURE

- Each applicant may request feedback on assessment of his or her application as established by the Selection Committee (pre-selection and selection panels).
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- After Frontex takes a formal decision on applicant's application, he/she may lodge a complaint.

Details of these procedures are provided [here](#).

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 or later. 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-2022-00119'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2022-00119>
- 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.

In case you submit more than one application for this procedure, Frontex will only assess the latest one and will automatically disregard all your previous applications.

If at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false or misleading, the applicant in question will be disqualified.

Do not attach any supporting or supplementary documentation with your application until you have been asked to do so by Frontex.

Incomplete applications, applications uploaded after the deadline, sent by e-mail without prior consent of Frontex HR or applications using inappropriate, or altered/manipulated application forms will be automatically disregarded by the system and will **not** be processed further.

Due to the large volume of applications, Frontex regrets that only applicants invited for the test and interview will be notified about the outcomes. The status of the selection procedure is to be found on Frontex website.

Due to high volume of selection procedures handled by Frontex, the period between the closing date for the submission of applications and the final shortlisting of applicants for an interview may take more than two months.

The closing date (and time) for the submission of applications is provided on the title page of the Vacancy Notice.

Please keep a copy of the automatically generated submission code that proves that you have submitted/uploaded your application to Frontex.

Applicants are strongly recommended not to wait until the last day to submit their applications.

Frontex cannot be held responsible for any last-minute malfunction due to an overload of the system or for other technical issues applicants may eventually encounter in the very last moment before the deadline.