

# VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2026-00034

## Head of Situational Assessment Sector

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post (business title):                             | <b>Head of Situational Assessment Sector</b><br><i>(a reserve list<sup>1</sup> to be created for 1 post to be filled)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Short job overview:                                | Head of Situational Assessment Sector leads and coordinates the Sector's operational, strategic, and administrative activities, ensuring the effective management of resources, delivery and development of Situational Assessment products, and consistent implementation of operational policies. Drives continuous improvement, supports informed decision - making through prioritisation and risk management, ensures compliance with data protection and fundamental rights standards, and contributes to the successful planning and execution of Joint Operations. |
| Sector/Unit/Division:                              | Head of Situational Assessment Sector in Situational Assessment and Crisis Management Unit · in Operational Management Division                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Function group / Grade / Post title:               | Temporary staff 2(f), AD10, Head of Sector <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Grade bracket for internal mobility <sup>3</sup> : | AD8 - AD12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Grade for inter-agency mobility <sup>4</sup> :     | AD8 - AD12 <sup>5</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Location:                                          | Warsaw, Poland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Starting date:                                     | Fourth quarter 2026 (desired)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Level of Security Clearance:                       | CONFIDENTIAL UE / EU CONFIDENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Closing date for applications                      | <b><u>(MIDDAY) 01 September 2026 at 12:00 h<sup>6</sup>, Warsaw local time</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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<sup>1</sup> The established reserve list from this procedure can only be used for the same or similar post for which the same justification in the interest of service (i.e. deviating from the eligibility requirement of university degree for the external applicants) applies.

<sup>2</sup> Type of post: Administrator.

<sup>3</sup> 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.

<sup>4</sup> Ibid 2.

<sup>5</sup> Engagement of an applicant in grade higher than AD10 is conditional upon the availability of respective grades in the establishment plan at the moment of appointment.

<sup>6</sup> Date of publication: 30 July 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 balance<sup>7</sup> 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 Regulation<sup>8</sup>. 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.**

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

<sup>7</sup> 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.

<sup>8</sup> Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

## 2. OPERATIONAL MANAGEMENT DIVISION:

### Operational Management Division

The mission of the Operational Management Division (OMD) is to oversee and manage Frontex operations, monitor and assess the near-real-time situation at the EU external borders and in the designated pre-frontier areas. It ensures the development of the Frontex Chain of Command (FC2), guarantees the Agency's preparedness and activates the crisis management mechanism when the circumstances indicate that extraordinary operational response, including rapid border intervention, should be put in place.

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

- a) Ensuring correct implementation of Operational Plans at Member States' external borders and on the territory of Third Countries in compliance with the applicable legal framework and the principles of fundamental rights, while seeking to improve border management efficiency and excellence at the EU's external borders and beyond;
- b) Monitoring the security situation and developments in operational areas to activate crisis response mechanisms when necessary;
- c) In performing its tasks and responding to the need for effective oversight, ensuring daily operational supervision of Frontex contingents, including outstanding situations, and providing standardisation and guidelines for their work;
- d) Managing the Frontex Operations Centre (OPC), offering an integrated coordination platform for the implementation of all operational activities performed by Frontex;
- e) Providing and ensuring an up-to-date 24/7 situation monitoring and early warning mechanism by issuing ad-hoc reports, early alerts on developments affecting EU integrated border management;
- f) Contributing to Agency crisis management-related plans and procedures that outline actions to be taken in operational crisis situations, as well as conducting regular awareness sessions and exercises to ensure staff preparedness and familiarity with crisis response protocols;
- g) Executing the Serious Incident Reporting (SIR) and Use of Force (UFR) reporting procedures;
- h) Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division with due considerations to the dynamics of the organisation, its reorganisation process and final outcomes, as well as instructions expressed by the Executive Management of the Agency.

Operational Management Division is tasked with the following horizontal responsibilities:

- a) Joint definition of intelligence-driven operational priorities in close cooperation with other Frontex entities;
- b) Operating an Agency-wide EUROSUR service desk function and the management of Joint Service Management Desk, together with the EIBM Intelligence Division. The service, jointly staffed by Operations Directorate and INTEL, is established within the Frontex Operations Centre (OPC);
- c) Contributing to the recommendations for the Operational Planning Division for preparing Operational Plans and outlining other future activities;
- d) Offering a 24/7 centralized infrastructure to other entities, for the coordination of operational activities.

### Situational Assessment and Crisis Management Unit

Situational Assessment and Crisis Management Unit (SCU) is led by the Head of Unit who reports directly to the Director of the Division.

Situational Assessment and Crisis Management Unit is composed of the following Sectors:

- a) Situational Assessment Sector (SAS);
- b) Crisis Management Sector (CRM).

The main tasks and responsibilities of the Situational Assessment and Crisis Management Unit are as follows:

- a) Monitoring the implementation of Frontex intelligence activities, in cooperation with EIBM Intelligence Division;
- b) Providing short-term tactical assessments of the situation at the EU external borders and in the pre-frontier area (N+2 weeks) with actionable recommendations for an operational response by the Contingent Management Unit, Frontex Contingents, and other Agency entities;
- c) Coordinating the establishment of tactical priorities among Frontex operational activities;
- d) Coordinating and defining information collection needs for operational activities in cooperation with other Frontex entities and host countries;
- e) Creating the information collection process during Frontex operational activities by defining and guiding the information exchange between Frontex Field Contingents with Frontex HQ;
- f) Coordinating and delivering crisis management activities for the Agency and with external partners during the activation, response and lessons learnt phases;
- g) Monitoring global, potential crisis situations for the Agency in terms of executing its tasks and providing assessments by utilizing all available sources in order to enhance crisis response;
- h) Developing and maintaining crisis management infrastructure for the Agency and integrating it with external processes to create a cohesive crisis management ecosystem.

### ❖ Situational Assessment Sector

**Situational Assessment Sector (SAS):** The Situational Assessment Sector (SAS) is led by the Head of Sector who reports directly to the Head of Situational Assessment and Crisis Management Unit.

The main tasks and responsibilities of the Situational Assessment Sector are as follows:

- a) Defining information requirements for operational activities in cooperation with other Frontex entities;
- b) Coordinating the information collection process during Frontex operational activities, defining and guiding information exchange;
- c) Collecting, aggregating and assessing data from internal and external information sources to provide the Frontex Contingents, Frontex Units and other external stakeholders with actionable information;
- d) Providing regular (N+2 weeks) and ad-hoc tactical assessments of the situation at the EU external borders and the pre-frontier areas in Third Countries hosting Joint Operations;
- e) Creating recommendations, contributions and briefings on operational measures to be taken in response to the situation at the external borders of the EU;
- f) Anticipating short-term deployment needs and creating recommendations for the Contingent Management Unit accordingly;
- g) Further developing and maintaining a fully-fledged short-term operational prioritisation model and defining tactical operational priorities for the Frontex Operations Centre and the Contingent Management Unit.

During the execution of its tasks, Situational Assessment Sector maintains close collaboration, among others, with the EIBM Intelligence Division (INTEL).

### ❖ Crisis Management Sector

**Crisis Management Sector (CRM):** The Crisis Management Sector (CRM) is led by the Head of Sector who reports directly to the Head of Situational Assessment and Crisis Management Unit.

The main tasks and responsibilities of the Crisis Management Sector are as follows:

- a) Performing situational assessment to detect phenomena that could evolve into critical situations for the Agency and raising awareness to enhance reaction capacities of Frontex;
- b) Delivering and contributing to trainings and organising awareness session to ensure institutional readiness and the staff awareness of the crisis management framework;
- c) Managing framework contracts and projects in the domain of crisis management;
- d) Implementing crisis management processes, activation response, and lessons learned at Agency level, as well as identifying gaps and shortcomings in the crisis management framework;

- e) Contributing to the development of crisis management related procedures in cooperation with other Frontex entities;
- f) Creating, preparing and maintaining a physical crisis management infrastructure within the OPC;
- g) Hosting and supporting the coordination of crisis response activities during crisis;
- h) Cooperating with external crisis management entities and provide assistance to external stakeholders when requested;
- i) Facilitating the harmonization and alignment of crisis management processes with other cross divisional processes.

During the execution of its tasks, Crisis Management Sector maintains constant collaboration with other relevant entities of the Agency to ensure timely activation of the crisis management mechanism.

### 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

**Reporting to the Head of Situational Assessment and Crisis Management Unit, the Head of Situational Assessment Sector will be responsible for:**

- Managing the human and financial resources of the Sector, including assessment of individual performances, balanced workload, wellbeing and personal development of staff.
- Supervising the timely delivery and the continuous development of Situational Assessment products.
- Ensuring that the necessary guidance is provided to the Contingents on application of operational policies and standard operating procedures linked to screening and debriefing activities.
- Oversee periodical prioritisation exercises and draft strategic documents, internal policies, and best practices to optimize human and technical resource utilization and continuously improve situational assessment and information collection in Joint Operations.
- Reporting regularly, identifying, timely flagging risks and proactively proposing measures for solving challenges or for seizing opportunities.
- Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility.
- Ensuring data protection, fundamental rights and transparency rules conformity in all Sector's activities.
- Performing other tasks and responsibilities assigned by the Head of Unit.

### 4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

#### 4.1. General/common criteria<sup>9</sup>

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 duties<sup>10</sup>.
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

<sup>9</sup> Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

<sup>10</sup> 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.

### Minimum qualifications (university diploma)

1. Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years<sup>11</sup> or more**.

or

Possess a level of education which corresponds to **completed university studies** attested by a diploma followed by **at least one year full-time professional experience**, when the normal period of university education is **at least three years<sup>12</sup>**

or

Possess **professional training<sup>13</sup>** (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: CIRAM, data management, advanced analytics, multivariate analysis, business intelligence, predictive analytics, open-source Intelligence (OSINT).

Additionally, after having completed the above-mentioned training, the candidates should demonstrate **minimum relevant professional experience** as indicated below:

| Duration of professional training in a relevant area: | Additional professional experience after completion of the training: |
|-------------------------------------------------------|----------------------------------------------------------------------|
| More than 6 months and up to 1 year                   | 4 years                                                              |
| More than 1 year and up to 2 years                    | 3 years                                                              |
| More than 2 years and up to 3 years                   | 2 years                                                              |
| More than 3 years                                     | 1 year                                                               |

### Required professional experience

2. Possess (by the closing date for applications) at least **12 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled<sup>14</sup>.

*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.*

<sup>11</sup> Diploma [recognized by any EU Member State](#) to be at EQF levels 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.

<sup>12</sup> 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.

<sup>13</sup> Secondary education (EQF level 3) must be obtained before the professional training.

<sup>14</sup> 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 AD8 - AD12.

### 4.4 Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS<sup>15</sup> 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 moving<sup>16</sup>.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group<sup>17</sup>.

## 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 tests and interviews.

### Professional qualifications, competencies and experience required:

1. At least 12 years of relevant experience in dealing with duties related to the tasks assigned.
2. At least 4 years of managerial experience in managing operational teams, and prioritising operational activities.
3. At least 4 years professional experience in the area of analysis, preferably in the law enforcement or border management domains.
4. Knowledge and professional experience in development and implementation of strategies, rules, policies, operational processes and guidelines relevant to the tasks assigned.
5. Excellent drafting skills, experience in drafting reports, briefing notes/memos, concept papers.
6. Proven professional training (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: CIRAM, data management, advanced analytics, multivariate analysis, business intelligence, predictive analytics, open-source Intelligence (OSINT).

### Besides, the following attributes would be considered advantageous:

7. Work experience within national and/or EU public administration, and international organisations and/or EU Member State migration or law enforcement authorities.
8. Ability in using Microsoft or other standard IT tools.

### Personal qualities and competences:

9. Detecting possible optimisations, deriving workable solutions for obstacles in daily processes and formulating alternatives. Daring to see situations from a different perspective.

<sup>15</sup> 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.

<sup>16</sup> 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.

<sup>17</sup> 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.

10. Monitoring the sector by setting milestones on the medium and long term and making sure that they are met. Developing and evaluating processes across various fields of expertise in the sector to ensure continuous improvement.
11. Boosting individual performance by assigning the right responsibilities to the right people based on their competencies. Providing guidance by giving customized feedback and addressing individual training needs.
12. Encouraging collaboration across teams by embracing diversity and fostering collective ownership. Building an internal network.
13. Generating results by assuming responsibility for the sector/office, recognising opportunities and acting appropriately. Convincing others by being a role model and encouraging them to persevere.

## 6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

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

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

## 7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria.
- All the eligible applications are evaluated by an appointed Selection Committee based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure.
- Up to 10 applicants who are best matching the evaluated selection criteria and provided they have achieved minimum 65% during CV screening will be invited for a written competency test and interview. At least one part of the qualifying written test will be assessed based on anonymised answers. A separate threshold of 60% achieved on the written test is required. Candidates who will not meet this threshold won't be considered for the placement on a reserve list.
- 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 70 % 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<sup>18</sup> 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.**

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<sup>18</sup> The established reserve list from this procedure can only be used for the same or similar post for which the same justification in the interest of service (i.e. deviating from the eligibility requirement of university degree for the external applicants) applies.

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<sup>19</sup> 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 duties<sup>20</sup>.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD10**<sup>21</sup>.

A contract of employment will be offered for a period of five years<sup>22</sup>, with a probationary period of nine months. The contract may be renewed.

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

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

| Function group, grade and step                                                                                                                                                                       | AD10<br>Step 1                         | AD10<br>Step 2                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|
| 1. Basic net/payable salary (after all deductions, contributions and taxes are applied)                                                                                                              | 6 612 EUR<br>28 019 PLN                | 6 833 EUR<br>28 955 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                                                                                                                                                                               | 386 EUR<br>1 637 PLN                   | 394 EUR<br>1 670 PLN                   |
| b) Expatriation allowance                                                                                                                                                                            | 1 502 - 1 772 EUR<br>6 366 - 7 510 PLN | 1 565 - 1 837 EUR<br>6 634 - 7 783 PLN |
| c) Dependent child allowances for each child                                                                                                                                                         | 434 EUR<br>1 838 PLN                   | 434 EUR<br>1 838 PLN                   |
| d) Preschool allowance                                                                                                                                                                               | 106 EUR<br>449 PLN                     | 106 EUR<br>449 PLN                     |
| e) Education allowance for each child up to                                                                                                                                                          | 589 EUR<br>2 495 PLN                   | 589 EUR<br>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).

<sup>19</sup> Engagement of an inter-agency applicant in a grade higher than AD10 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

<sup>20</sup> Before the engagement, the successful applicant shall be medically examined by a medical centre designated by Frontex.

<sup>21</sup> 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.

<sup>22</sup> Specific rules will apply in case of internal or inter-agency mobility.

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 School<sup>23</sup> 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 policies<sup>24</sup>; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information<sup>25</sup>.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities<sup>26</sup> in 2017, the Polish authorities may provide benefits to Frontex expatriate staff<sup>27</sup>, 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;
- (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

<sup>23</sup> More details on the European Schools system available here: [About the Accredited European Schools](https://eursc.eu) (eursc.eu).

<sup>24</sup> E.g. the school may require the pupil concerned to set language competency exams, etc.

<sup>25</sup> You may find contact details by accessing: [International European School\\*Warsaw](https://international.european-school.org/)

<sup>26</sup> Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

<sup>27</sup> Polish citizens and permanent residence holders are excluded.

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 CEOS<sup>28</sup>, in the Management Board Decision No 14/2019<sup>29</sup> and in the Decision of the Executive Director No R-ED-2024-106<sup>30</sup>.

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;
- 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](mailto:jobs@frontex.europa.eu) or Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu).

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

<sup>28</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3.

<sup>29</sup> Management Board Decision No 14/2019 of 18 July 2019 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

<sup>30</sup> Decision of the Executive Director No R-ED-2024-106 on recruitment and selection of temporary staff under Article 2(f) and contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Union.

## 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-2026-00034'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00034>
- 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](mailto: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.