

## VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2018-00024

### Senior Liaison Officer to Senegal

Post (business title):	Senior Liaison Officer to Senegal <i>(a reserve list to be created for one post to be filled)</i>
Unit/Division:	Liaison Officers Networks Unit / International and European Cooperation Division
Function group / Grade / Post title:	Temporary staff, AD8, Principal Administrator
Grade for inter-agency mobility <sup>1</sup> :	AD8
Grade bracket for internal mobility <sup>1</sup> :	AD8 - AD12
Location:	Initially: Warsaw, Poland Subsequently: transfer to Dakar, Senegal
Starting date:	April 2019 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	<b><u>(MIDDAY) 22 February 2019 at 12:00 h<sup>2</sup>, Warsaw local time</u></b>

## 1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under Regulation (EU) 2016/1624 of 14 September 2016. 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 from the current number of more than 600 to become the largest EU Agency.

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, European Maritime Safety Agency (EMSA) and European Fisheries Control Agency (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;

<sup>1</sup> For all 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.

<sup>2</sup> Date of publication: 25 January 2019. Text in section 8 amended on 12 February 2019.

- 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.

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

## 2. THE INTERNATIONAL AND EUROPEAN COOPERATION DIVISION AND THE LIAISON OFFICERS NETWORKS UNIT

### 2.1 International and European Cooperation Division

The role of the International and European Cooperation Division (DIEC) is to develop and maintain structured institutional relations with the Agency's external partners, in order to facilitate the Agency's operational and capacity building activities. The Division contributes to ensuring coherence of the Agency's external engagement.

It also develops and provides support to the networks of Frontex Liaison Officers in the EU Member States and third countries, and contributes to the implementation of targeted activities, such as technical assistance projects in third countries.

In close coordination with the Cabinet of the Executive management, the Division provides advice and support in relation to Frontex strategic level engagement with its external partners. It provides adequate advice and assistance to other Frontex divisions in order to ensure coherence of the Agency's engagement in the external dimension and to facilitate operational work done in partnership with Frontex stakeholders.

The DIEC consists of three following Units: International Cooperation Unit (ICU), Institutional Partnership Unit (IPU) and Liaison Officers Networks Unit (LOU).

### 2.2 Liaison Officers Network Unit

#### i. *Mission*

The mission of the Liaison Officers Networks is to develop and maintain the networks of Frontex Liaison Officers deployed in Member States and in third countries and to ensure their effective and timely contribution to the Agency's operational goals.

The LOU manages the back-office for the networks of Frontex liaison officers (FLOs) deployed by the Agency in EU Member States and in third countries.

The Head of the Liaison Officers Networks Unit acts as the Head of the Back-Office and the Reporting Officer for all Liaison Officers deployed by the Agency.

#### ii. *Main tasks*

- Conceptualising the relevant workflows and communication channels for the interaction with FLOs ;
- Providing support to FLOs, monitoring and supervising their work, assessing and processing relevant outcomes of their activities (reports), ensuring quality of their work, facilitating their interaction with the Agency's entities and external partners, and encouraging synergies among each other;
- Without prejudice to the provisions of the European Travel Information and Authorisation System (ETIAS), the Unit serves as the institutional point of contact for other liaison officers deployed by other organisations to the Agency.

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

Under the supervision of, and while reporting to the Head of Liaison Officers Networks Unit (and in specific areas under the supervision of the Head of EU Delegation to relevant third country) the jobholder will be responsible for the following tasks:

#### Operational role

- Contributing to developing and maintaining operational cooperation and coordination between Frontex and the authorities of Senegal in line with Agency's mandate and Annual Programme of Work with particular emphasis on operational cooperation in the maritime domain;
- Holding meetings and maintaining contacts with the relevant national authorities and institutions involved in border management, coast guard, migration or fight against cross-border crime with the aim to foster collection and exchange of migration related information, operational cooperation, facilitate information sharing and support joint analytical work (e.g. under the umbrella of the Africa Frontex Intelligence Community if relevant);
- In close coordination with the other EU staff deployed in the EU Delegation, contributing to better understanding of migratory flows that transit through Senegal or neighbouring countries and ultimately head towards the EU;
- Drafting and elaborating field assessments, reports, letters, briefing notes and other ad hoc responses to enquiries or requests for information from Frontex Headquarters (HQ);
- Identifying key developments that could impact on the security of the EU's external borders and-where a common approach with the authorities could be mutually beneficial in order to better tackle cross border criminality, including the prevention of terrorism through the implementation of an integrated border management;
- Contributing to and participating with expertise in events, projects or activities, which Frontex is managing, supporting or is invited to, as appropriate;
- Contributing to bilateral cooperation initiatives between the EU Member States/Schengen Associated Countries (SAC) and Senegal, in the overall context of Frontex operational objectives;
- Facilitating and supporting the implementation of possible bilateral cooperation between the EU and Senegal.

#### Liaison role

- Liaising with the designated national Frontex Point of Contact once established;
- Liaising and exchanging information with immigration liaison officers, airport liaison officers, police liaison officers, Justice and Home Affairs/immigration attachés, diplomatic and consular staff (including Schengen local cooperation) of the respective EU Member States and Schengen Associated Countries' diplomatic missions accredited to Senegal;
- Liaising with international organisations and EU bodies in Senegal;
- Establishing and maintaining contacts with ministries, civil society, regional organisations and other local stakeholders in the field of border management, migration and cross-border crime, including prevention of terrorism.

#### Supporting role

- Coordinating and assisting in the organisation of meetings, trainings, workshops, seminars and other activities held by Frontex;
- Contributing to the implementation of the Council Regulation (EC) No 377/2004 of 19 February 2004 on the creation of an immigration liaison officer's network;
- Supporting the implementation of capacity building activities, including technical assistance projects as appropriate;
- Supporting the implementation as well as the organisation of return operations coordinated by Frontex where appropriate.

**IMPORTANT INFORMATION:**

- (1) Initially, the Senior Frontex Liaison Officer will be employed in the Frontex Headquarters in Warsaw, Poland and will be required to undergo specific induction and Hostile Environment Awareness training. Pending the agreement with the European External Action Service and the EU Delegation in Dakar, it is envisaged that the Senior Frontex Liaison Officer will be transferred in the interest of the service to an office in Senegal located within the premises of the EU Delegation.
- (2) The allowance for living conditions pursuant to Article 10 of Annex X to the EU Staff Regulations is currently applicable to Senegal. Candidates must be able to cope with extended separation from their family and usual environment.
- (3) Occasional travelling to other neighboring countries might be foreseen.
- (4) Candidates invited for an interview will be provided with detailed Security Advice related to Senegal.

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria (for external applicants<sup>3</sup>)

To be eligible, an applicant shall:

- a) 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 or more (of full-time education);

or

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

*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 shall be taken into consideration.*

*Only the required education will be taken into account.*

- b) Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience acquired after the respective diploma was awarded and (at the same time) after the condition(s) described in criterion a) above are fulfilled.

*Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required above in the criteria a) and b). Only duly documented professional activity is taken into account.*

*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 stated in the first two bullet points shall be taken into consideration as professional experience if the official documentation is provided.*

- c) 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 his/her duties;
- d) 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;

<sup>3</sup> For all existing EU temporary staff 2(f) applicants (interested in an internal or an inter-agency mobility for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable) the eligibility criteria are defined in Article 12(2) of the CEOS.

- e) Have fulfilled any obligations imposed on them by the laws of the country of citizenship concerning military service.

Additionally, in order to be engaged, the appointed applicant shall:

- f) Produce the appropriate character references as to her/his suitability for the performance of her/his 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;
- g) Be physically fit to perform her/his duties<sup>4</sup>;
- h) For reasons related to the Frontex business requirements, be available at short notice for the job.

## 4.2. 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):

### 4.2.1. Professional competences

1. Professional experience of at least five years in a border control authority, law enforcement authority/agency, military force, security/intelligence agency or foreign/diplomatic service;
2. Proven experience or knowledge of border management, return and cross-border crime, particularly irregular migration and related crimes, such as document fraud;
3. Professional experience of at least two years in cooperating with third countries administration (non-EU & non-Schengen Associated countries);
4. Knowledge of and experience in cooperation with/in EU bodies/institutions;
5. Knowledge of or experience in EU-funded technical assistance projects;
6. Proven experience in the operational cooperation in the international maritime domain and knowledge of the coast guard functions.

### 4.2.2. Besides, the following attributes would be considered advantageous

7. Training and experience in negotiations, policy advice, migration, international relations or diplomacy;
8. Knowledge of Frontex and its operational environment;
9. Native French speaker or certified knowledge of French language (at least at C1 level<sup>5</sup>);
10. Extensive knowledge on the country of deployment (Senegal) and neighbouring countries of operational relevance for Frontex, particularly Mauritania and the Gambia.

### 4.2.3. Personal qualities and competences

11. Capability to organize, manage and deliver expected results, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload, time pressure and tight deadlines in a rapidly evolving work environment;
12. Proven ability to live, work and stay highly motivated in a country with worsened living conditions (preferably in Africa);
13. Professional and ethical behaviour, strong sense of initiative, responsibility, commitment and customer-oriented work ethic;
14. Excellent networking, presentation, interpersonal and communication skills (ability to communicate clearly and precisely to different audiences both orally and in writing) in English and in French;
15. Ability to work effectively both independently as well as within a diverse team in a multicultural environment (good team-working & team-building skills);
16. Ability to cope with extended separation from family and usual environment.

<sup>4</sup> Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

<sup>5</sup> As defined by the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

## 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) will be required to make a declaration of commitment to act independently in Frontex' interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

## 6. EQUAL OPPORTUNITIES

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.

## 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;
- The most-qualified applicants who obtain the highest number of points within the application evaluation and who are matching best the evaluated selection criteria will be shortlisted and invited for a competency test and an interview; the names of the members of the Selection Committee will be disclosed to the applicants invited for the test and interview;
- Written (competency) test will be held entirely in English;
- The interview will be held in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their relevancy for the post in question. 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 invited to the test and interview will be requested to present, on the day of the interview or test, originals of their diploma(s) and evidence of their professional experience clearly indicating the starting, finishing dates and scope of work and workload;
- As a result of the interview and test, the Selection Committee will recommend the most suitable applicant(s) for the post in question to the Executive Director of Frontex. An additional interview with the Executive Director and/or another relevant manager may be arranged before the Executive Director takes the final decision. Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will be valid for 2 years (the validity period may be extended). Each interviewed applicant will be notified in writing whether he/she has been placed on the reserve list. Applicants should note that the placement on the reserve list does not guarantee an employment offer.

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

## 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

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

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: **AD8<sup>6</sup>**. This is a non-managerial post.

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

<sup>6</sup> Specific conditions about grading are defined on the title page of the Vacancy Notice. For existing EU temporary staff 2(f) from other EU bodies interested in an inter-agency mobility and internal applicants, the classification in grade and step should be established in line with Article 55 of the CEOS.

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

**The final net calculation (amount payable) for the initial place of employment in Warsaw, Poland:**

Function group, grade and step	AD8 Step 1	AD8 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	3 591 EUR 15 668 PLN	3 717 EUR 16 220 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 68.6 correction coefficient applicable for Poland):		
a. Household allowance	224 EUR 977 PLN	228 EUR 994 PLN
b. Expatriation allowance	761 - 932 EUR 3 321 - 4 066 PLN	793 - 965 EUR 3 460 - 4 208 PLN
c. Dependent child allowances for each child	281 EUR 1 227 PLN	281 EUR 1 227 PLN
d. Preschool allowance	69 EUR 300 PLN	69 EUR 300 PLN
e. Education allowance for each child up to	382 EUR 1 666 PLN	382 EUR 1 666 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 68.6). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.3631 PLN/EUR).

The headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities will provide the following main benefits to Frontex expatriate staff:

- (a) a reimbursement of tuition cost of each dependent child (as from the age of 2.5 years) attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per school year;
- (b) limited 12 months' period of reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (c) a reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

Additionally, this agreement foresees that (an accredited) European School will be set-up in Warsaw in the future to allow dependent children of all Frontex staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education.

**Remuneration conditions applicable for the place of employment in Dakar, Senegal:**

Candidates are deemed to be fully aware of the local living conditions in Senegal before applying.

Candidates should also ensure that they are fully aware of the provisions of Annex X to the Staff Regulations<sup>7</sup> defining special and exceptional provisions applicable to staff serving in a third country (including obligations, working conditions, emoluments and family allowances and social security benefits). Under these provisions the remuneration is paid in EUR with weighting of 100 % (no correction coefficient is applied). Additional allowances are payable to staff (among others an allowance for living conditions - currently at 20 % of the net remuneration).

**The final net calculation is as follows (established for the place of employment in Dakar, Senegal):**

Function group AD, grade 8	AD8 Step 1	AD8 Step 2
Net salary* (incl. 20 % allowance for living conditions and 16 % expatriation allowance) *applicable for a staff member without any dependents	7 613 EUR	7 890 EUR

<sup>7</sup> see pages 135 - 141 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

### General employment conditions

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 %.

Staff is entitled to annual leave of two working days per each complete calendar month of service. On top of that, staff is entitled to a number of additional days of leave depending on the grade, age and distance from the place of origin. 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 of 66 years. The pensionable age for staff recruited before 1 January 2014 varies between 60 and 65 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.

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

Frontex requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion or respective personal security clearance. The level of the latter depends on the specific post. For this post, the required level of clearance is **SECRET UE / EU SECRET**. Applicants who currently hold a valid 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. They shall provide Frontex with a security clearance certificate specifying the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months, a renewal procedure shall be initiated expeditiously. In case selected applicants do not currently hold a valid and positive 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 security clearance certificate 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 Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). 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 are defined in the CEOS<sup>8</sup>.

The purpose of processing personal data is to enable carry-out selection procedures.

The selection procedure is conducted under the responsibility of the Human Resources Sector of the Human Resources and Security Unit, within the Corporate Governance of Frontex (HR Sector). The controller for personal data protection purposes is the Head of HR Sector.

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

<sup>8</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3.



to the staff of Legal and Procurement Unit or to respective experts in ICT (in case of technical issues with the application).

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.

All applicants may exercise their right of access to and right to rectify personal data. 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.

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 Sector at [jobs@frontex.europa.eu](mailto:jobs@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)).

## 10. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision he/she can lodge a complaint under Article 90(2) of the Staff Regulations at the following address:

**Frontex**  
Human Resources Sector  
Plac Europejski 6  
00-844 Warsaw  
Poland

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the selection procedure for this post is declared as closed on the Frontex webpage (<http://www.frontex.europa.eu>).

Applicants also have a possibility to complain to the European Ombudsman. Please note that complaints made to the European Ombudsman have no effect on the time period laid down in Article 91 of the Staff Regulations. Note also, that under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## 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:

1. 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 2017.009.20044*. You may download a free version here: <https://get.adobe.com/uk/reader/>).
2. **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.

3. 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.
4. Be saved and named as follows: 'SURNAME\_RCT-2018-00024'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2018-00024>
6. 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).

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 recruitment 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.**