

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2019-00081

Senior Coordinating Officer (4 posts) - Operational Response Division (various entities as indicated below)

Post (business title):	Senior Coordinating Officer (4 posts) (reserve lists to be created for 4 post to be filled)
Sector/Unit/Division:	1 post - Air Border Team/Operational Implementation Sector/Field Deployments Unit 1 post - Coast Guard Sector/ Coast Guard and Law Enforcement Unit 1 post - Centre of Excellence for Combating Document Fraud 1 post - European Centre for Returns
Function group / Grade / Post title:	Temporary staff, AD8, Principal Administrator ¹
Grade bracket for internal mobility ² :	AD5 - AD9
Grade for inter-agency mobility ⁴ :	AD5 - AD8
Location:	Warsaw, Poland
Starting date:	March 2020 (desired)
Level of Security Clearance:	SECRET UE/EU SECRET
Closing date for applications	<u>(MIDDAY) 28 February 2020 at 12:00 h³, Warsaw local time</u>

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.

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 about 750 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, EMSA and EFCA;

¹ Type of post: Administrator.

² 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: 30 January 2020.

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

- 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.

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

2. THE OPERATIONAL RESPONSE DIVISION

Mission

The Operational Response Division (ORD) enables the carrying out of flexible, robust and multipurpose operational responses, the operationalising of the Coast Guard functions, Law Enforcement and cross-border crime prevention and detection for the purposes of effective security at EU external borders. The Division also enables responses in the field of return according to common EU standards. It achieves its missions by providing a great variety of operational support to partners in Member States and by bolstering field synergies through cooperation with other agencies, organisations and various networks, on the basis of the outcome of Situational Awareness and Monitoring Division activities and/or upon the request of Member States.

The Operational Response Division consists of the following Units: Field Deployments, Coast Guard and Law Enforcement, and European Centre for Returns. It also includes a Centre of Excellence for Combating Document Fraud and an Operational Division Support Office.

Main tasks

Within the framework of the shared responsibility of the European Union and the Member States established by the EBCG Regulation, the Agency and more specifically the ORD delivers its support through a wide variety of flexible, robust and multipurpose joint operations, pilot projects and deployments.

The Division is responsible for drafting operational plans, which are subsequently agreed on jointly by the host Member State or non-EU country and the executive director. The ORD also selects operational resources, allocates the financial resources and then plans, coordinates, conducts and evaluates the operational activities carried out in the field.

ORD is supported by the Agency's development and management of various pools of border guards, coast guards, return officers and technical equipment (vessels, aircrafts, etc.) pledged by the Member States and negotiated with them. This support is provided by the Capacity Building Division, which is tasked to develop the acquisition of the Agency's own technical equipment (fleet of leased vessels and aerial surveillance means, cars, passport readers, etc.) to be used in the course of the joint operations and field deployments. The ORD is also fed by the Situational Awareness and Monitoring Division that provides recent and real-time incident reports at external borders, monthly risk analysis and the scanning of emerging threats.

ORD is in daily contact with the different operational authorities of Member States and third countries responsible for border, coast guard and return activities, the management of irregular migration, police and customs cooperation and fighting against criminal activities. The Division is also in regular contact with other EU Agencies and Institutions, in particular the EU Agency for Law Enforcement Cooperation (Europol), the European Asylum Support Office (EASO), the European Maritime Safety Agency (EMSA), the European Fisheries Control Agency (EFCA) and CSDP missions of the EU. The Division delivers regular expertise to the European Commission and participates in the work of the Council of the EU.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POSTS

3.1. Senior Coordinating Officer - Operational Implementation Sector, Air Border Team Leader

Reporting to the respective Senior Team Leader and the Head of Sector/Unit the **Senior Coordinating Officer** shall:

- Provide advice on and support the planning, monitoring and coordination of the activities and processes of the Air Border Team in the Operational Implementation Sector;
- Develop and implement qualitative planning, implementation and reporting procedures and support tools and systems related to the air border domain;
- Participate in the process of overall planning and implementation of Unit/Sector activities in particular contributing to fulfilment of objectives and tasks identified in Programme of Work related to the air border domain;
- Analyze and provide recommendations on improvement of organizational management in relation to planning, implementation, monitoring and effective use of resources;
- Provide comprehensive support to Head of Sector and Senior Team Leader;
- Provide recommendations and coordinate the planning of activities within the Sector as well as acting as interface with other entities in this regard;
- Report regularly, identify and timely flag and proactively propose solutions for potential challenges and risks within the field of work of the Operational Implementation Sector;
- Serve as point of contact and reference on financial and contractual matters;
- Support the financial planning, implementation and monitoring of the relevant budget and establishment plan;
- Contribute to the implementation of the programming documents, monitoring and coordinating the implementation of the Sector work plan and conclusions of audit reports;
- Develop, monitor and analyze key performance indicators related to Sector activities;
- Collect, analyze, monitor and report on different aspects of the Sector activities including statistics, surveys, organigrams and overviews;
- Coordinate and support the organization of meetings and conferences;
- Coordinate and provide contribution in the preparation and regular update and amendment of documents;
- Promote best practices and knowledge-sharing in the field of air border joint operational activities performed by the deployed Teams, in particular related to air border process facilitation and control services at the Air Borders;
- Follow latest developments, technologies, methods and practices in the field of Sector/Unit activities and in the related transportation industry environment, with particular reference to the airlines and airports business;
- Perform other tasks and responsibilities assigned by the Senior Team Leader and Head of Sector / Unit.

3.2. Senior Coordinating Officer - Coast Guard Sector

Reporting to the respective Senior Team Leader and Head of Sector/Unit the **Senior Coordinating Officer** shall:

- Advise and coordinate the planning, monitoring, implementation and coordination of the operational activities and processes of the Coast Guard Sector;
- Integrate and manage the planning of operational activities within the Coast Guard Sector as well as analyze and provide recommendations on improvement of organizational management by:
 - coordinating and contributing to the preparation and regularly updating and amending the operational and strategic documents;
 - developing, monitoring and analyzing key performance indicators related to Sector activities;

- monitoring certain business processes, supporting the financial planning, maintaining a record of operational procedures manuals, implementing and monitoring of the relevant budget and establishment plan;
- collecting, analyzing, monitoring and reporting on different aspects of the Sector activities including statistics, surveys, organigrams and overviews;
- Serve as point of contact within the Sector with reference to financial and contractual matters;
- Report regularly, identify, timely flag and proactively propose solutions for potential challenges and risks within the field of work of the Sector as regards strategic and operational matters;
- Ensure the implementation of smooth external cooperation in relation to Coast Guard functions by:
 - coordinating and supporting the organization of meetings and conferences through preparation and circulation of agendas, minutes and newsletters, highlighting key tasks;
 - maintaining communication and external cooperation with multiple stakeholders and partners;
- Monitor developments on EU and international landscape, including technologies, within the remit of the Sector responsibility and provide recommendations on possible impact or changes needed in Frontex strategy and activities accordingly;
- Represent Frontex in the international maritime conferences;
- Perform other tasks and responsibilities assigned by the Senior Team Leader and Head of Sector / Unit.

3.3. Senior Coordinating Officer - Centre of Excellence for Combating Document Fraud, Document Operational Support Team Leader

Reporting to the Head of the Centre of Excellence for Combating Document Fraud, the **Document Operational Support Team Leader** shall:

- Lead the operational and financial activities of the assigned team, including the optimal use and possible share of the related resources in coordination with other team leaders and the hierarchy;
- Ensure the respect of the deadlines set in order to deliver contributions, advice, opinions, reports, etc., keeping high quality standards;
- Ensure the functioning and rapid deployment of the Frontex Task Force on Document Fraud (48 hours to the field);
- Support field activities operations in combating document and related identity frauds, e.g. Frontex Joint Operations, Joint Action Days, national operations, INTERPOL activities, briefings and debriefings - including the enhancement of document expertise at hotspots, etc.;
- Implement activities related to stolen vehicles and documents at sea;
- To support the activities organized by other Frontex entities dealing with document and related identity frauds (e.g. European Document Fraud Network, Road Shows, Performance Assessment Project, Consular Staff Training, etc.), as well as provide an initial support to Member States in the follow up of vulnerability assessment recommendations (in coordination with Vulnerability Assessment Unit);
- To prepare operational modules, contributions to operational plans and Final Evaluation Reports;
- To operate the Frontex Document Alerts HelpDesk (including Frontex Document Alerts validations) and the connected establishment of the 24/7 service;
- Perform other tasks and responsibilities assigned by the Head of the Centre.

3.4. Senior Coordinating Officer - European Centre for Returns, Horizontal Coordination Office Team Leader

Reporting to the Head of the European Centre for Returns, the **Team Leader in the Horizontal Coordination Office** shall:

- Lead the activities of the Horizontal Coordination Office Team in close coordination with the Sectors and the hierarchy;
- Coordinate the everyday work of the Horizontal Coordination Office Team and optimize workflow procedures;

- Be responsible for collecting and collating information, analyzing, monitoring and reporting on different aspects of the activities of the Centre, including strategic documents, statistics, surveys, organigrams and overviews;
- Coordinate the timely delivery of contributions, advice, opinions, reports, etc., and ensure high quality standards of deliverables;
- Support of the Head of the Centre in the strategic and operational coordination of the Centre;
- Coordinate the support in the organisation of specific events, according to instructions of the Head of the Centre;
- Coordinate exchange of correspondence on behalf of the Head of the Centre to other internal and external stakeholders;
- Perform other tasks and responsibilities assigned by the Head of the Centre.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria (for external applicants⁵)

To be eligible, an applicant shall:

- 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);

or,

Possess professional training of an equivalent level which is defined as follows:

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

The above equivalence table means that if you have not completed university studies you may be eligible if you have professional training and the additional professional experience as indicated accordingly.

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.

- Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience acquired after the 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 criterion a). 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

⁵ 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) the eligibility criteria are defined in Article 12(2) of the CEOS.

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.

- 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);
- 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;
- Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.

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

- 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 duties⁶;
- For reasons related to the Frontex working 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. At least 8 years of relevant experience preferably working in border guard, or law enforcement organisation dealing with duties related to areas of responsibilities assigned to the concrete post (please note that there are four required profiles as described in the field “Duties and responsibilities”), of which at least 4 years of work experience in leading a team;
2. Proven professional experience in:
 - managing planning, conducting, monitoring and/or evaluation of border control or law enforcement activities, implementing operational activities at the external borders of EU Member States or Schengen Associated Countries or on the territory of Third Countries;
 - or
 - developing methodologies and operational processes aimed at planning, conducting, monitoring and evaluation of operational activities and in coordination with various law enforcement authorities;
 - or
 - developing methodologies and operational processes aimed at planning, conducting, monitoring and evaluation of operational or law enforcement activities, including developing guidelines, recommendations and smart practices by using EU common standards or law enforcement cooperation;
 - or
 - coordination of activities between two or more organizational entities with no hierarchical control over each other with the aim to generate joint outcomes; collecting information, analyzing, monitoring and reporting on operational and non-operational activities; managing a team.
3. Sound knowledge and experience in the field of (as per requested profile):
 - airport and border control processes gained through experience in border related duties;
 - or
 - organisational development and governance, related to planning and implementation of maritime operational activities, specifically on international conventions such as UNCLOS, SAR/SOLAS (and other Coast Guard functions, activities and legal framework), related to the implementation of EU policies and legislation in different maritime domains, i.e. maritime safety, pollution by ships, fisheries control and maritime security;

⁶ 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.

or

advanced level document or specialist level document domain; stolen vehicle detection; technical aspects in biometric matching; asymmetric cryptography and electronic documents;

or

horizontal management, planning, coordination and monitoring of services and activities; implementing new procedures and administrative systems to optimize workflow procedures; developing and applying methodologies and processes aimed at improving the overall administrative management;

4. General knowledge on budgetary procedures and experience in financial management related to operational activities and projects;
5. Working experience within EU public administration or an international/national organization cooperating with Member States' authorities competent in Justice and Home Affairs issues and/or with private stakeholders operating in the four different fields of responsibilities (as per profiles described in the in the field "Duties and responsibilities");
6. Sound knowledge of EU legislation related to Frontex, border and coast guard activities, interagency cooperation, as well as of the functioning of EU institutions and bodies in the field of work;
7. Proven experience in and/or good understanding of operational challenges faced by staff deployed under the umbrella of civilian or military European or international field operations.

4.2.2. Personal qualities and competences

8. Capacity to organise and manage work, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload, time pressure and tight deadlines;
9. Strong sense of initiative and responsibility as well as commitment to customer service;
10. Excellent networking, interpersonal, presentation and communication skills in English (at minimum C1 level⁷) and ability to communicate clearly and precisely to different audiences both orally and in writing.

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

[Applicants in this selection procedure may use one single application form to apply for any of the published job profiles described in part 3 of this Vacancy Notice.](#)

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;
- Best-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. Only shortlisted candidates will be contacted;

⁷ As defined by the Common European Framework of Reference for Languages
(<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

- The test and interview will be conducted 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 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(s) will be selected and appointed by the Executive Director of Frontex.

The successful applicant(s) 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 posts in question are placed in the following function group and grade: **AD8⁸**. These are non-managerial posts.

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	AD8 Step 1	AD8 Step 2
1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>)	3 807 EUR 16 186 PLN	3 941 EUR 16 754 PLN
2. Other possible monthly entitlements/allowances , depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 71.1 correction coefficient applicable for Poland</i>):		
a. Household allowance	237 EUR 1 006 PLN	241 EUR 1 024 PLN
b. Expatriation allowance	805 - 985 EUR 3 421 - 4 189 PLN	838 - 1 020 EUR 3 564 - 4 335 PLN
c. Dependent child allowances for each child	297 EUR 1 264 PLN	297 EUR 1 264 PLN
d. Preschool allowance	73 EUR 309 PLN	73 EUR 309 PLN
e. Education allowance for each child up to	404 EUR 1 716 PLN	404 EUR 1 716 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 71.1). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.2515 PLN/EUR).

⁸ 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.

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 %.

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) 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) 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).

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.

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 in certain circumstances such as marriage, birth or adoption of a child, removal, 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 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 Selection Notice**. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the candidate shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the candidates' state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

9. PROTECTION OF PERSONAL DATA

Frontex ensures that applicants' personal data are processed in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Please note that Frontex will not return applications to applicants. This is due, in particular, to the confidentiality and security of such data.

The legal basis for the selection procedures of temporary staff are defined in the CEOS⁹.

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 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 the Human Resources and Security 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 and Procurement Unit, external parties directly involved in the selection process or to respective experts in ICT (in case of technical issues with the application).

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 candidate from the recruitment and 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 Sector 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. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision related to the selection procedure, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC No 259/68)¹⁰, mentioning the reference number of the selection procedure, 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 applicant is notified of the act adversely affecting him/her.

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.

⁹ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

¹⁰ OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p. 15.

11. APPLICATION PROCEDURE

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link

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.

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 2017.009.20044*). 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-2019-00081'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2019-00081>
- 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.

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.