

## VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2021-00002

Planning Officer

Project Manager

Post (business title):	<b>2 posts:</b> <ul style="list-style-type: none"><li>- Planning Officer</li><li>- Project Manager</li></ul> <i>(a reserve list to be created for 2 posts to be filled in)</i>
Sector/Unit/Division:	Task Force ETIAS / ETIAS Central Unit Division <sup>1</sup>
Function group / Grade / Post title:	Temporary staff, AD6, Administrator
Grade bracket for internal mobility <sup>2</sup> :	AD5 - AD12
Grade for inter-agency mobility <sup>1</sup> :	AD5 - AD6
Location:	Warsaw, Poland
Starting date:	May 2021 (desired)
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL
Closing date for applications	<b><u>(MIDDAY) 22 March 2021 at 12:00 h<sup>3</sup>, Warsaw local time</u></b>

### 1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation<sup>4</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 2,000 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.

<sup>1</sup> Once it is established.

<sup>2</sup> 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.

<sup>3</sup> Date of publication: 19 February 2021.

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

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.

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

## 2. ETIAS AND INTEROPERABILITY TASK FORCE AND THE ETIAS CENTRAL UNIT DIVISION<sup>5</sup>

### BACKGROUND

Around 1.4 billion people from 60 countries worldwide can currently benefit from visa-free travel to the European Union. With the ever-increasing number of travellers, the biggest challenge for border authorities in the EU is to ensure smooth movement of legitimate travellers, while detecting any illegal activity at the borders.

This is why the EU set up the European Travel Information and Authorisation System (ETIAS), dedicated to the non-EU travellers who are exempt from the visa requirement. ETIAS will help verify the applications of the travellers coming from those countries to assess whether they are entitled to enter the Schengen Area.

ETIAS will contribute to optimise border control procedures on arrival, shortening the time needed to cross the Union's borders. It will strengthen border management, reinforce the EU visa liberalisation policy and help prevent illegal immigration. It will also contribute to the fight against terrorism and organised crime. Currently, ETIAS is in the development phase and is expected to become operational at the end of 2022. The next two years will be crucial for the creation of this system.

An important component of the future IT architecture in the area of EU Justice and Home Affairs (JHA) of the EU, linked to the ETIAS Central System and other JHA EU Systems, is the Multiple Identity Detector (MID). It will enable the detection and the linking of identities that could potentially be connected together, with the purpose to detect the abuse of identity and to avoid unnecessary extended controls of *bona fide* travellers. At the activation of the MID, the ETIAS Central Unit will verify and re-categorise the links created between the historical data of JHA EU systems (SIS, VIS, EES and Eurodac) that have been tagged by the MID process for manual processing, until all historical data has been processed.

ETIAS-related entities at Frontex are the ETIAS and Interoperability Task Force and the ETIAS Central Unit.

### ETIAS AND INTEROPERABILITY TASK FORCE

The ETIAS and Interoperability Task Force has been established at Frontex to set up the ETIAS Central Unit and oversee the implementation of the Interoperability Regulation in the Agency.

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<sup>5</sup> The structure of the ETIAS Central Unit has not been fully defined yet. The references are rather to the services that will be provided and not mandatory to a concrete organizational entity.

The Task Force's most challenging task is the setting up the ETIAS Central Unit. To achieve it, the Task Force works in close cooperation with two other EU Agencies: eu-LISA and Europol. It also cooperates with the European Commission, EU Member States, Schengen Associated Countries and carriers.

The scope of setting up the Central Unit includes a wide variety of activities, such as:

- identifying adequate office space and relevant facilities;
- describing the business processes;
- defining the Standard Operating Procedures (SOPs);
- participating in the testing of the ETIAS Central System;
- organising staff recruitment and training;
- acquisition, customisation and testing of IT components.

The Task Force provides a dynamic and stimulating working environment. The number of its staff is expected to rise rapidly in the coming months and years to fulfil the growing needs related to the set-up, operations and operational management of the ETIAS Central Unit.

The new staff members of the ETIAS Central Unit Division will first work in a project mode on the ETIAS and Interoperability projects within the ETIAS and Interoperability Task Force until their entity (Unit, Sector, Team, etc.) is officially established and declared operational.

## ETIAS CENTRAL UNIT DIVISION

[Regulation \(EU\) 2018/1240](#) establishes the European Travel Information and Authorisation System (ETIAS), which will be used by millions of nationals from around 60 visa-free non-EU countries in order to get an authorisation to travel to the European Union (EU) starting as of 2022.

The ETIAS Central Unit, which will become a division in Frontex, will play an important role in ensuring the internal security of the EU by working in close cooperation with the ETIAS National Units of those EU Member States, which apply the Schengen acquis, with the European Commission, eu-LISA and Europol. It will be based in Warsaw, Poland, and operational 24 hours a day, seven days a week.

While over 95 % of authorisations will be granted automatically to the applicants within a few minutes, should the automated process generate a 'hit', the Central Unit will verify the application for a travel authorisation, remove any ambiguity about the match of an applicant with the reported hits and, where necessary, trigger the manual processing by the relevant ETIAS National Unit.

The Central Unit will define, test, implement, evaluate and revise specific risk indicators and screening rules in order to detect applications presenting high security, illegal immigration or high epidemic risks.

It will carry out regular audits on the processing of applications and on the implementation of the ETIAS screening rules, particularly concerning their impact on the fundamental rights of the applicants and especially on the compliance with the data protection rules. The Central Unit will also provide information about ETIAS to the general public and operate a support service for travellers and carriers.

## 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

### 3.1. Planning officer

During project phase:

Reporting to the Head of ETIAS and Interoperability Task Force, the main duties related to the post are:

- Managing the planning for the ETIAS and Interoperability Programme
- Managing the planning for the Setting up of the ETIAS Central Unit and the Multiple Identity Detection (MID) projects, aligning it with the overall planning provided by eu-LISA
- Liaising with the project managers of the ETIAS and Interoperability Programme
- Monitoring and reporting on the programme and project progress against plans, KPIs and risks
- Defining and documenting the planning and control procedures for the operation of the ETIAS Central Unit and MID
- Assisting the ETIAS and Interoperability Programme Manager, the ETIAS Central Unit and the MID Project Managers, as required

- Contributing to the drafting of the Programme of Work and Multiannual Programming Document

From the entry into operation of the Central Unit:

Reporting to the Director of the ETIAS Central Unit, the main duties related to the post are:

- Managing the business planning cycle of the ETIAS Central Unit (planning, monitoring and reporting)
- Conducting regular environmental scanning and trend analysis as input for the operational planning of resources
- Identifying, assessing and documenting adaptations necessary for the mid and long term planning of the human, technical and infrastructural resources
- Reporting on the use of human, material and financial resources used in the ETIAS Central Unit and the MID against established objectives and KPIs
- Collecting and providing data for the management dashboard
- Analysing dashboard indicators and drawing conclusions and recommendations
- Engaging in the continuous improvement of processes and procedures for the planning of resources and operations of the ETIAS Central Unit and the MID
- Overseeing and supporting the timely elaboration of the short term planning of operational resources
- Contributing and supporting the project and programme management activities
- Contributing to the drafting of the Programme of Work and Multiannual Programming Document, including the budgetary aspects
- Following up on the budget consumption
- Acting as focal point vis-a-vis internal and external stakeholders for planning, performance management and finance control in the ETIAS Central Unit

### 3.2. Project Manager

Reporting to the Head of ETIAS and Interoperability Task Force, the main duties related to the post are:

- Taking over the lead of the project of Setting up the MID team
- Updating and completing the project documentation
- Ensuring the supervision of the execution of the project in line with the planning and proposing changes in planning, when required by the circumstances, such as the changes in the overall planning of the implementation of the MID
- Ensuring adequate identification, registration and management of the project risks
- Updating the project planning in function of the progress and the changes in the environment of the project
- Liaising with all relevant stakeholders in the Central Unit, in Frontex and with external partners
- Taking part in meetings relevant to the project, such as expert meetings as well as Interoperability Advisory Group meetings and reporting on their outcomes
- Ensuring regular and frequent reporting against the KPIs to the Programme Manager and to the Project Steering Committee
- Providing eu-LISA with the Frontex requirements of the tools necessary for the processing of the links
- Coordinating with eu-LISA all activities related to the testing, acceptance, preparation of entry into production of these tools.
- Preparing within the ETIAS Central Unit for the user acceptance tests and the end-to-end testing of the tool and procedures
- Ensuring the production of adequate deliverables that include :
  - the definition and documentation of the MID verification and re-categorisation processes and associated Standard Operating Procedures;
  - the description of the tasks and of the skills of the staff required for the execution of their mission and definition of the recruitment strategy for the staff and the means to execute it;
  - the mapping of the network to be setup between the Central Unit and all relevant competent authorities in the MS and SAC in order to enable the support of the re-categorisation of the links by these authorities
  - the development of the specific training for the MID re-categorisation process

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria (for external applicants<sup>6</sup>)

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 **three years or more** (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.*

- Possess (by the closing date for applications) at least **3 years** of proven full-time professional experience 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 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.

### 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 the shortlisted applicants during interviews (and or tests):

#### Profile of Planning Officer

##### 4.2.1.a Professional competences

1. Experience of at least 3 years as planning officer or similar.
2. Experience of at least 2 years in managing (developing, monitoring and evaluating) performance indicators, preferably within organisations relying on computerized information systems and/or public administration.
3. Experience of at least 2 years in preparing dashboards, report templates, progress and strategic/budget reports.
4. Proven experience in performing environmental scans, strategic forecasting and trend analysis, preferably within a law enforcement environment.
5. Proven professional experience in budget preparation and administration (execution and monitoring implementation).

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<sup>6</sup> 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.

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

6. Knowledge of and/or certification in MS Project software and BI tools.
7. Knowledge of and/or certification preferably in PM2 or otherwise PMBOK or Prince 2.
8. Capability of producing high quality reports using accurate financial and project management terminology.
9. Professional experience of at least 1 year with Risk Management functions.
10. Professional experience of at least 1 year in preparing operational and contingency plans.
11. Experience of at least 1 year in managing the preparation of strategic frameworks (vision, mission, value and strategic plans).

#### **4.2.2.a Personal qualities and competences**

12. Capability to organise and manage work autonomously including the ability to prioritise in relation to demanding and multiple tasks, also under time pressure.
13. Strong sense of initiative, responsibility and commitment by demonstrating a constructive, result-oriented and pro-active approach.
14. Excellent interpersonal, negotiation and communication skills in English (ability to communicate clearly and precisely with different audiences both orally and in writing).
15. Ability to cooperate effectively within a diverse team in a multicultural environment (good team-working and team-building skills).
16. Capability to organise and coordinate work of interdisciplinary teams.
17. Service-oriented attitude.

### **Profile of Project Manager**

#### **4.2.1.b Professional competences**

1. Experience of at least 3 years as project manager in charge of the development and delivery of brand new operational business capabilities with a clear focus on operational processes, procedures supported by an automated information system - which in our case will be delivered outside the scope of the project - as well as on sourcing, skills and training of the workforce.
2. Experience of at least 2 years in coordination of complex technical tasks.
3. Experience of at least 1 year in the documentation of processes, the description of procedures and the development of functional requirements.
4. Practical experience in change management and in transition from project into operation.

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

5. Knowledge, experience and certification preferably in PM2, or PMBOK or Prince 2.
6. Knowledge and experience in setting up or working in the area of biometric solutions in particular with finger prints and facial recognition solutions.

#### **4.2.2.b Personal qualities and competences**

7. Capability to organise and manage work autonomously including the ability to prioritise in relation to demanding and multiple tasks, also under time pressure.
8. Strong sense of initiative, responsibility and commitment by demonstrating a constructive, result-oriented and pro-active approach.
9. Excellent interpersonal, negotiation and communication skills in English (ability to communicate clearly and precisely with different audiences both orally and in writing).
10. Ability to cooperate effectively within a diverse team in a multicultural environment (good team-working and team-building skills).
11. Capability to organise and coordinate work of interdisciplinary teams.
12. Service-oriented attitude.

## 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) will be required to make a declaration of commitment to act independently in interests of the EU 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;
- 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;
- 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 may 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 will be selected and appointed by the Executive Director of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce 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>7</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: **AD6**<sup>8</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 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	AD6 Step 1	AD6 Step 2
1. <b>Basic net/payable salary</b> (after all deductions, contributions and taxes are applied)	<b>3 078 EUR</b> <b>13 747 PLN</b>	<b>3 191 EUR</b> <b>14 251 PLN</b>
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 70.9% correction coefficient applicable for Poland):		
b. Household allowance	216 EUR 963 PLN	219 EUR 978 PLN
c. Expatriation allowance	631 - 809 EUR 2 819 - 3 613 PLN	658 - 836 EUR 2 937 - 3 734 PLN
d. Dependent child allowances for each child	299 EUR 1 334 PLN	299 EUR 1 334 PLN
e. Preschool allowance	73 EUR 326 PLN	73 EUR 326 PLN
f. Education allowance for each child up to	405 EUR 1 810 PLN	405 EUR 1 810 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 70.9%). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.466 PLN/EUR).

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

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

The headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities may provide the following main benefits to Frontex expatriate staff<sup>9</sup>:

(a) in case a child may not be admitted to a European School - 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).

An (accredited<sup>10</sup>) European School is gradually being set-up in Warsaw 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 for certain circumstances such as marriage, birth or adoption of a child, etc.

<sup>7</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>8</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>9</sup> Staff of non-Polish nationality and non-permanent residents.

<sup>10</sup> The process of accreditation is ongoing.

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 CEOS<sup>11</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 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**;

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<sup>11</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3.

- 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](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)).

## 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)<sup>12</sup>, 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 or (in an absence of such personal notification) from the moment the selection procedure is declared as closed on Frontex website.

Applicants also have a possibility to complain to the European Ombudsman. However, Article 2(4) of the general conditions governing the performance of the Ombudsman's duties requires that any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. 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 and in principle should not change a decision taken by Frontex.

## 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 2020.012.20041*. You may download a free version here: <https://get.adobe.com/uk/reader/>).

<sup>12</sup> 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.

- **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-2021-00002".
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2021-00002>
- 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.**