

## VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2021-00061

### Deputy Fundamental Rights Officer

Post (business title):	Deputy Fundamental Rights Officer <i>(a reserve list to be created for one post to be filled)</i>
Unit:	Fundamental Rights Office
Function group / Grade	AD9, 2f of the CEOS <sup>1</sup>
Grade bracket for internal mobility <sup>2</sup> :	AD5 - AD12
Grade for inter-agency mobility <sup>1</sup> :	AD5 - AD9
Location:	Warsaw, Poland
Starting date:	February/March 2022 <i>(desired)</i>
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	<b><u>(MIDDAY) 22 November 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.

The Agency's key tasks include:

<sup>1</sup> Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15-62).

<sup>2</sup> For applicants who on the closing date for the receipt of applications are established temporary staff referred to in Article 2(f) CEOS in Frontex in a grade belonging to the grade bracket.

<sup>3</sup> Date of publication: 21 October 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).

- 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. THE FUNDAMENTAL RIGHTS OFFICE

In accordance with the European Border and Coast Guard Regulation (Article 99) the Fundamental Rights Officer is part of the administrative and management structure of the Agency. The Fundamental Rights Officer reports directly to the Management Board of the Agency in order to ensure the independence of the office holder and staff (Article 109). The Fundamental Rights Officer is assisted by a Deputy Fundamental Rights Officer, who is also appointed by the Management Board and is independent in the conduct of his or her duties.

The staff of the Fundamental Rights Officer consist of the staff in the Fundamental Rights Office and Fundamental Rights Monitors (Article 110). The Fundamental Rights Office thus supports the Fundamental Rights Officer in advising the Agency on issues related to fundamental rights across all its activities and ensures an effective and independent complaints mechanism (Article 111) and interacts with the Consultative Forum (Article 108). The Fundamental Rights Monitors constantly assess the fundamental rights compliance of operational activities, as well as provide advice and assistance.

Article 109(5) of the Regulation provides that the Fundamental Rights Officer is to select and appoint his or her staff and that staff are to only report to him or her.

## 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

The main tasks of the Deputy Fundamental Rights Officer are to assist the Fundamental Rights Officer (and to deputise for him/her) in exercising the following tasks of the Fundamental Rights Officer:

- Monitoring the Agency's compliance with fundamental rights, including through investigations and on-the-spot-visits;
- Managing the Fundamental Rights Monitors;
- Processing fundamental rights complaints regarding Agency activities;
- Handling reports on serious incidents related to possible violations of fundamental rights occurring within Frontex activities;
- Investigating incidents on the use of force and contributing to the functioning of a supervisory mechanism for the use of force;
- Advising the Agency on any activities, including on operational plans and activities, and provide opinions on working arrangements;
- Contributing to the of the Agency's fundamental rights strategy and action plan;
- Promoting the Agency's respect for fundamental rights;
- Interact with the Consultative Forum;

- Contribute to training on fundamental rights and access to international protection to Frontex staff;
- Managing the work of the Fundamental Rights Office, including managing the work of a team of over 50 staff in compliance with the applicable EU staff regulations and administrative management framework;
- Managing the budget of the Fundamental Rights Office of at least 1 million EUR by ensuring proper implementation of objectives and full respect for the principles of regularity, legality, and sound financial management;
- Performing any other tasks, where provided for by the European Border and Coast Guard Regulation.

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria (for external applicants<sup>5</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 **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 considered.*

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

*Professional experience will be considered 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 considered.*

*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<sup>6</sup> 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 shortlisted applicants during interviews (and or tests):

<sup>5</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.

<sup>6</sup> For citizens of the Schengen Associated Countries, it is subject an exemption by the Authority authorised to conclude contracts of employment (AACCC).

#### 4.2.1 Professional competencies

1. Professional experience in fundamental rights and/or human rights issues of at least 6 years of which at least 2 years acquired at an international, European, national, or regional level;
2. University degree in law, political science, or international relations;
3. Knowledge of the EU decision-making process;
4. Experience in managing the work of a team of experts, who may work remotely or within a decentralised context;
5. Experience and demonstrated practice of financial resources management, preferably within the EU framework, of at least 3 years;

Besides, the following attributes would be considered advantageous:

6. Experience in human rights advice, monitoring and reporting within law enforcement/security sector;

#### 4.2.2 Personal qualities and competences

7. Excellent analytical, research, and judgement skills;
8. Excellent written and verbal communication skills in English (ability to work cross-functionally and articulate a complex subject, including preparation and delivering presentations);
9. Ability to organize and manage work and responsibilities and to deliver expected results, including an ability to work effectively within a multicultural team and to cope with work pressure in a dynamic and changing environment;
10. Professional and ethical behaviour, strong sense of initiative, responsibility, commitment, and ability to deal with various external counterparts on sensitive issues;

## 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) will be required to make a declaration of commitment to act independently in Union's 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 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 point 4.2 of this 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 best matching 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. At least one part of the written test will be assessed based on anonymized answers. To properly assess the specific knowledge and experience, the qualifying written test will also be compulsory for internal applicants interested in an internal mobility and for applicants from other EU Agencies interested in an inter-agency mobility;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants against the selection criteria and assess their relevancy for the post in question.<sup>7</sup>

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<sup>7</sup> Certain general competencies will not be tested for internal applicants interested in an internal mobility and for applicants from other EU Agencies interested in an inter-agency mobility.

- As a result of the interview and test, the Selection Committee will recommend the most suitable applicants for the post in question and the Fundamental Rights Officer will present a list of at least three candidates that best fit the profile of the vacancy to the Management Board for appointment as Deputy Fundamental Rights Officer. Additional presentations/interviews with representatives of the Management Board may be arranged before the Management Board takes the final decision.
- Suitable applicants may be proposed for a reserve list, which 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.**

Applicants may be requested to present, at any stage of the selection, documents which will support the information contained in their application form such as originals of their diploma(s), evidence of professional experience clearly indicating the starting, finishing dates and scope of work and workload. Failure to provide such an evidence may lead to disqualification of the respective part of the application.

## 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be appointed by the Management Board<sup>8</sup> 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>9</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: **AD9**<sup>10</sup>.

**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.**

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	AD9 Step 1	AD9 Step 2
1. <b>Basic net/payable salary</b> (after all deductions, contributions and taxes are applied and taking into account current correction coefficient for Poland)	4 221 EUR 18 851 PLN	4 366 EUR 19 497 PLN
2. <b>Other possible monthly entitlements/allowances</b> , depending on the personal situation of the candidate (expressed as gross amount weighted by 70.9 correction coefficient applicable for Poland):		
b. Household allowance	251 EUR	256 EUR

<sup>8</sup> MB Decision 25/2021 of 9 April 2021 delegating the powers conferred by the Staff Regulations of Officials of the European Union on the appointing authority and by the Conditions of the Employment of Other Servants of the European Union on the authority authorised to conclude contracts of employment, Art. 3.

<sup>9</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>10</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 and MB Decision No 14/2019 of 18 July 2019 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

	1 121 PLN	1 142 PLN
c. Expatriation allowance	914 - 1 098 EUR 4 083 - 4 902 PLN	953 - 1 137 EUR 4 254 - 5 077 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 %.

An accredited European School<sup>11</sup> operates in Warsaw as of September 2021 to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school is opening gradually, and the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam) will be available in September 2024.

Moreover, the headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities may provide the following main benefits to Frontex expatriate staff<sup>12</sup>:

(a) in case the appropriate education level is not available yet for a child in the accredited European School in Warsaw - reimbursement of tuition cost of each dependent child attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per 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).

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

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

Throughout the period of service staff is a member of the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and after reaching the pensionable age 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.

Frontex requires selected candidates to undergo a vetting procedure executed by the National Security Authority of the candidates' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. For this post, the **required level of clearance is specified on the title page of the Vacancy Notice**. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the candidate shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case

<sup>11</sup> More detail on the European Schools system available here [About the Accredited European Schools](#) (eursc.eu).

<sup>12</sup> Staff of non-Polish nationality and non-permanent residents.

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>13</sup>.

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

The selection procedure is conducted under the responsibility of the Human Resources Unit, within the Governance Support Centre of Frontex. The controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by applicants will be accessible to strictly limited number of staff in Human Resources, to the Selection Committee members 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](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

Each applicant may request a feedback on assessment of his or her applications as established by the Selection Committee and, if deemed appropriate, ask for a formal review/reassessment by writing to [jobs@frontex.europa.eu](mailto:jobs@frontex.europa.eu). Please note that the Selection Committee may only assesses the information provided in the application form (during the screening phase) and the performance demonstrated during the test and interview (any other opinions such as reference letters or own perception of past achievements will be disregarded). We will not disclose any data related to other applicants.

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<sup>13</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3.

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>14</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 from the date of publication of final outcome on [Frontex website](#).

Applicants also have a possibility to complain to the European Ombudsman. Please note that complaints made to the European Ombudsman have no direct effect on the decision taken by Frontex in regard to your application and on the period laid down in Article 91 of the Staff Regulations. 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 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 2021.001.20155*. You may download a free version here: <https://get.adobe.com/uk/reader/>).
- Not be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
- Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (\*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
- Be saved and named as follows: 'SURNAME\_RCT-2021-00061'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2021-00061>
- 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.

<sup>14</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.



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.**