

## VACANCY NOTICE - TEMPORARY STAFF

Reference number: Frontex/15/TA/AST3/43.1

### Assistant/Secretary to the Consultative Forum

Post (business title):	Assistant/Secretary to the Consultative Forum
Sector/Unit/Division:	Fundamental Rights Officer
Function Group/Grade:	AST3
Location:	Warsaw, Poland
Starting date:	As soon as possible
Level of Security Clearance:	CONFIDENTIEL UE / EU CONFIDENTIAL
Closing date for applications	31 <sup>st</sup> January 2016 <sup>1</sup>

## 1. BACKGROUND

The European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex), has been established under Council Regulation (EC) No 2007/2004<sup>2</sup>, hereinafter, the Regulation.

Frontex is located in Warsaw, Poland and its main tasks are the following:

- Coordinate operational cooperation between Member States in the field of management of external borders;
- Assist Member States in the training of national border guards, including the establishment of common training standards;
- Carry out risk analyses;
- Follow up the development of research relevant for the control and surveillance of external borders;
- Assist Member States in circumstances requiring increased technical and operational assistance at external borders;
- Provide Member States with the necessary support in organizing joint return operations.

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

<sup>1</sup> Date of publication: 23<sup>th</sup> December 2015

<sup>2</sup> Council Regulation (EC) No 2007/2004 of 26 October 2004 as last amended

## 2. THE CONSULTATIVE FORUM

The Consultative Forum (CF) comprised of relevant European and International Fundamental Rights organisations and serves as a knowledge and expertise resource which advises Frontex Management Board as well as the Executive Director in all Fundamental Rights matters, offering strategic advice on how Frontex can structurally improve respect for Fundamental Rights in its various activities. The Forum is to be consulted on the further development and implementation of the Fundamental Rights Strategy, Codes of Conduct and Common Core Curricula and will have access to all information related to respect of Fundamental Rights in all activities of the Agency.

## 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

In line with the working methods of the Consultative Forum, the Secretariat is responsible to provide administrative support for the preparation, implementation and management of the CF's work and to act as a single contact point for the request and transmission of information necessary for the work of the CF and concerning respect of fundamental rights in Frontex activities. The Secretariat may provide technical support to the work of the CF in coordination with the CF Chairs.

Under the direct supervision of the Frontex Fundamental Rights Officer (FRO), the duties of the Assistant/Secretary to the Consultative Forum will be:

- To liaise with and act as contact point for the members of the CF on administrative and technical matters, including sharing of correspondence, requests and inputs;
- To provide administrative and technical support to the CF in the organization of their meetings and regular activities;
- To draft and prepare notes, letters, decisions, reports, meeting minutes, analysis and other documents for the CF;
- To facilitate financial and procurement related aspects of the work of the CF;
- To perform other tasks as requested by the FRO.

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria

To be eligible, an applicant shall:

- Possess a level of post-secondary education attested by a diploma;

or

- Possess a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

**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.**

- In addition to the above, by the closing date for applications: at least 3 years of proven full-time professional experience;

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 first two bullet points. Only duly documented professional activity is taken into account. Only the required education will be taken into account. Any period of time 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 the 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 a thorough knowledge of one of the languages of the EU and of a satisfactory knowledge of another language of the EU to the extent necessary for the performance of his duties;
- Be a national of one of the Member States of the EU or of the Schengen Associated Countries and enjoy the full rights as a citizen of that state;
- Produce the appropriate character references as to his suitability for the performance of his duties;
- Have fulfilled any obligations imposed on him/her by the laws of his/her country of citizenship concerning military service;
- Be physically fit to perform the duties<sup>3</sup>.

## 4.2. Selection criteria

### 4.2.1. Professional competencies

The candidate will be required to demonstrate that he/she has:

- A degree in law, political science or similar subject;
- Excellent command of English both oral and written;
- Proven experience in report and/or minutes writing;
- Experience in human rights institutions or organizations, in similar functions.

Besides, the following attributes would be considered advantageous:

- Specialization in international human rights law, public international law or similar subject.

### 4.2.2. Personal qualities

Attributes especially important to this post include:

- Positive team spirit and willingness to work with people from different professional backgrounds;
- Ability to work under pressure with tight deadlines;
- Result and solution oriented personality;
- Tact and discretion.

## 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidate 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. Applicants will therefore be required to include confirmation of their willingness to make such declarations with their applications.

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<sup>3</sup> Before the appointment, the successful candidate 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. 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).

## 6. EQUAL OPPORTUNITIES

Frontex applies an equal opportunities policy in full compliance with the European Union Charter of Fundamental Rights and regardless of disabilities, marital status or family situation.

Frontex values geographical and gender balance in compliance with the principles set out in Article 12(1) of the Conditions of Employment of Other Servants of the European Union (CEOS).

## 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 a Selection Committee based on the selection criteria defined in the vacancy notice;
- Best-qualified applicants, who obtained the highest number of points within the evaluation and who are matching best the selection criteria established in the vacancy notice, are short-listed for an interview;
- The interview will be held in English;
- During the interview session, the Selection Committee will examine the profiles of applicants and assess their relevancy for the post in question. In order to support the evaluation via interview, shortlisted applicants may be required to undergo written competency tests and complete part of the process in their second EU language;
- Applicants invited to an interview will be requested to present, on the day of the interview, originals of their diploma(s) and evidence of their professional experience, clearly indicating the starting, finishing dates and workload;
- As a result of the interviews, the Selection Committee recommends the most suitable applicants for the post in question. Non-recruited and suitable applicants will be put on the reserve list, which may also be used for the recruitment for a similar post depending on the needs of Frontex and shall be valid for 2 years (the validity period may be extended). Each interviewed applicant will be notified in written whether or not he/she has been placed on the reserve list. Applicants should note that inclusion on a reserve list does not guarantee an employment offer.

**Please note that the work and deliberations of the Selection Committee are strictly confidential and that any contact with its members is strictly forbidden.**

## 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Assistant/Secretary to the Consultative Forum will be appointed by Frontex Executive Director, upon recommendation of the Selection Committee, following the selection procedure.

Successful applicant will be recruited as a temporary staff pursuant to article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS)<sup>4</sup>. The temporary post in question is placed in function group AST, in grade 3.

The staff member's remuneration consists of the 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.

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

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<sup>4</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,  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

**The final net calculation is as follows:**

Function Group AST, grade 3	AST 3 Step 1	AST 3 Step 2
Basic net salary (without any allowances)	2 041 EUR 8 549 PLN	2 118 EUR 8 874 PLN
Household allowances (net)	177 EUR 740 PLN	179 EUR 749 PLN
Dependent child allowances for each child (net)	276 EUR 1 157 PLN	276 EUR 1 157 PLN
Expatriation allowances (depending on family situation) (net)	431 - 544 EUR 1 806 - 2 280 PLN	448 - 581 EUR 1 879 - 2 434 PLN
Preschool allowance (net)	67 EUR 283 PLN	67 EUR 283 PLN
Education allowance (net) up to	375 EUR 1 570 PLN	375 EUR 1 570 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 71.8 %). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.1893). The remuneration of the staff members, the correction coefficient and the exchange rate is updated annually before the end of each year, with a retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

The headquarters agreement has not yet been concluded with the Polish authorities.

Staff is entitled to annual leave of two working days per each complete calendar month of service. On top of that, staff is entitled to a number days of leave to their basic entitlement depending on the grade, age and distance from the place of origin. In addition, there are on average 18 Frontex Public Holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child.

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 staff performance appraisal.

Throughout the period of service staff is a member of the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and after reaching the pensionable age of 66 years. Pension rights acquired in one or more national schemes before starting to work at Frontex may be transferred into the EU pension system.

Staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled for a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions of temporary staff please refer to the CEOS.

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

Frontex requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion or respective personal security clearance. The level of the latter depends on the specific post. For this post, the required level of clearance is **CONFIDENTIEL UE / EU CONFIDENTIAL**. Applicants who currently hold a valid security clearance at the above-mentioned level (or higher) do not need to obtain a new one. They shall provide Frontex with a copy of the security clearance and specify the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months,

a renewal procedure shall be initiated expeditiously. In case selected applicants do not currently hold a valid and positive security clearance at the above-mentioned level, Frontex will request such from the National Security Agency of the applicants' state of citizenship. In case of a failure to obtain the required security clearance certificate before the expiration of the probationary period 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 a right to terminate the contract of employment.

## 9. PROTECTION OF PERSONAL DATA

Frontex ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). Please note that Frontex will not return applications to applicants. This applies 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>5</sup>.

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

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

The information provided by the applicants will be accessible to a strictly limited number of staff members of the HR Sector, to the Selection Committee, and, if necessary, to the Legal Affairs Unit and management.

Almost all fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- For applications received from not-selected candidates: the data are filed and stored in archives for **2 years** and after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of **the reserve list + 1 year** and after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of **10 years** after the termination of employment or as of the last pension payment **and** after this time the data are destroyed.

All applicants may exercise their right of access to and right to rectify personal data. In the case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications' submission.

Should the 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 [hr@frontex.europa.eu](mailto:hr@frontex.europa.eu).

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

## 10. APPEAL PROCEDURE

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

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

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<sup>5</sup> in particular the provisions governing conditions of engagement in Title II, Chapter 3.

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

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

## 11. APPLICATION PROCEDURE

In order for an application to be considered valid, applicants must submit their Frontex Standard Application Form duly signed and scanned (pdf format) to the following an e-mail: [jobs@frontex.europa.eu](mailto:jobs@frontex.europa.eu). The subject of the e-mail shall have this structure: 'SURNAME\_Name\_Vacancy Reference Number\_Post Title'.

Frontex Standard Application Form is to be uploaded from Frontex website under the reference number of the post. In the Eligibility Checklist (which is part of the Frontex Standard Application Form) the applicant verifies his/her compliance with the eligibility criteria for the specific post.

The Frontex Standard Application Form must be:

- Fully completed in English, pointing out the professional experience relevant to this position (incl. calculation of years, months);
- Printed, **signed** and clearly scanned in pdf format (in one single document);
- Named as follows: 'SURNAME\_Name\_Vacancy Reference Number\_Post Title'.

The application will be rejected if it is not duly completed and signed by hand.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false, the applicant in question will be disqualified.

Applicants short-listed 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. Additionally, do not submit the references or testimonials, unless they have been requested for the sole use of Frontex.

Incomplete applications or applications sent to Frontex after the deadline will be disqualified and treated as non-eligible. Moreover, the applicants who use the same Frontex Standard Application Form to reply for more than one Vacancy Notice will be disqualified.

Due to the large volume of applications, Frontex regrets that only applicants selected for the interview will be notified. The status of the recruitment procedure is to be found on Frontex website.

Please note that the time period between the closing date for applications submission and the end of the shortlisting of applicants for an interview may take more than two months.

**The closing date (and time) for the submission of applications is**

**31 January 2016 (23:59 h) of Warsaw local time.**

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 respective mailbox.