

## CALL FOR EXPRESSIONS OF INTEREST - TEMPORARY STAFF

Reference number: Frontex/16/TA/AST4/60.1

### Project Support Officer - finance, procurement, organization & administration

Post (business title):	Project Support Officer - finance, procurement, organization & administration
Sector/Unit/Division:	Frontex will employ many Project Support Officers for many of its Units in 2017
Function Group/Grade:	Assistant, AST4
Location:	Warsaw, Poland
Starting date:	From 1 March 2017 until 31 January 2018
Level of Security Clearance:	CONFIDENTIEL UE / EU CONFIDENTIAL
Closing date for applications	31 May 2017 (date of publication 30 December 2016)

## 1. BACKGROUND

The European Border and Coast Guard Agency (Frontex), has been established under Regulation (EU) 2016/1624 of 14 September 2016 (the 'Regulation'). The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland and is in the process of significantly increasing the size of its staff from the current number of more than 365 to meet its expanded tasks.

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 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 as for example EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis on all aspects of border management, including assessment of the EU MS' border control authorities to face threats challenges at the 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 guards to share best practices and expertise at all EU borders;

- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border authorities;
- Cooperation with EU and international organisations, in the area of border 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 matters, in the framework of the EU external relations policy.

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

## 2. PURPOSE OF THIS CALL FOR EXPRESSIONS OF INTEREST

Frontex is launching a selection procedure to set up a database of candidates from which it will recruit its temporary staff in the specific profile of Project Support Officer in the function group Assistant (AST) in grade 4.

The database will be used by Frontex to fill its new or vacant posts based mainly in Warsaw, Poland from 1 March 2017 until 31 January 2018.

## 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Unit (and under the supervision of the respective Head of Sector or a Team Leader), the main duties related to this post are:

- Providing financial and administrative support in Sector's/Unit's activities by in particular: preparing and following up financial commitments, preparing and processing procurements, monitoring of fulfilment of concluded contracts, preparing and processing payment requests, reimbursement claims and verifying supporting documentation as well as assisting in organization of missions of deployed Frontex officers;
- Support in organization of meetings, workshops and other networking activities for stakeholders;
- Maintaining an overview of operational activities and financial monitoring of related budget allocations designated to the Sector/Unit;
- Contributing to performance management of the technical equipment and human resources' deployments in order to foster operational effectiveness, financial efficiency and sound management;
- Contributing to activity reporting to internal and external stakeholders;
- Contributing to an overall enhancement of operational management procedures and practices and quality assurance;
- Carrying out other tasks and responsibilities assigned by Head of Sector/Unit.

## 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.
- In addition to the above, by the closing date for applications, at least 6 years of proven full-time professional experience;

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.

*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 GIVEN PERIOD 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 his/her duties;
- 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 them by the laws of the country of citizenship concerning military service;
- Produce the appropriate character references as to his suitability for the performance of his duties;
- Be physically fit to perform their duties<sup>1</sup>.

## 4.2. Selection criteria

### 4.2.1. Professional competences

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

- Extensive working experience (of at least 4 years) in daily performance of financial and administrative tasks linked with implementation of budget, including processing of financial commitments, payments, mission and meeting reimbursements and procurement and contract management activities;
- Working experience in supporting technical and/or human resources' deployments in operational activities of an organization; experience in managing Service Level Agreements;
- Sound knowledge of procurement, budgetary and financial management rules and regulations applicable for an EU or public administration;
- Familiarity with mandate, mission and activities of Frontex and good knowledge of functioning of EU institutions and bodies;
- Practical experience of at least 2 years in organizing meetings, briefings, workshops, etc. on an international level;

<sup>1</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).

- Strong competences in preparing reports, briefing notes and data overviews using MS Office products and hands-on daily working experience in introducing data to a large financial management system such as ABAC or similar (required high competence in using IT applications in general).

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

- Experience in working with/in EU or Member States' border/migration or law enforcement agencies or entities;
- Experience in working in a multinational or multicultural organization;
- Certification in project management methodology (PRINCE2 - Practitioner level or comparable);
- Certification in Service Management methodologies (ITIL or comparable).

#### 4.2.2. Personal qualities and competences

**Attributes especially important to these posts include:**

- Excellent time management, organization and co-ordination networking, presentation, interpersonal and communication skills (ability to communicate clearly and precisely to different audiences both orally and in writing) in English;
- Professional and ethical behaviour, strong sense of initiative, responsibility, commitment and customer-oriented work ethic;
- Ability to work effectively both independently as well as within a diverse team in a multicultural environment (good team-working & team-building skills);
- Ability to work under pressure and tight deadlines, to respond to changes in a rapidly evolving work environment, to make sound decisions, prioritize and work to deadlines under minimal supervision on multiple tasks.

## 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidates 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. Successful applicants will therefore be required to include confirmation of their willingness to make such declarations with their applications.

## 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 by Frontex HR services in order to formally verify whether it meets the eligibility criteria (first eligibility check);
- All eligible applications are immediately entered in database of registered candidates;
- As needs arise, Frontex HR services assisted by the representative of the recruiting Unit will search the database and shortlist a limited number of candidates who, based on the information in their applications, best match the job requirements in the respective Unit;
- Shortlisted candidates will receive an invitation to sit a series of written tests in Warsaw. The tests will be held in English language. The tests may be computer-based or paper-based or a practical tests.

Results of candidates who obtain the minimum pass score of 60 % of maximum number of points will be recorded and remain valid until 31 January 2018 without a need to re-sit the tests later;

- Candidates who do not obtain the minimum pass score required in order to succeed in the tests will not be able to sit the tests again until a period of 6 months has expired;
- Applicants invited to sit a written test will be requested to present, on the day of the test, originals of their diploma(s) and evidence of their professional experience, clearly indicating the starting, finishing dates and workload;
- An appointed Selection Committee(s) will further assess the applications of candidates who passed the written tests by an interview to be held in English language (it may take a form of a videoconference or Skype call);
- During the interview session, the Selection Committee will examine the profiles of applicants and assess their relevancy for the post in question. Part of the process may take in the second (or another) language of an applicant;
- As a result of the interviews, the Selection Committee will recommend the most suitable applicants for the post(s) in question to the Executive Director of Frontex. Non-recruited and suitable applicants will remain in the database of candidates and may be invited for another interview to assess their suitability to fill another vacant post of Project Support Officer. Each interviewed applicant will be notified on the outcomes. Applicants should note that neither an inclusion in the database of candidates nor the successful passing of written test will 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 most successful applicants will be appointed by the Executive Director of Frontex.

The successful applicants will be recruited as temporary staff pursuant to article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS)<sup>2</sup>.

The temporary posts in question is placed in function group Assistant (AST), in grade 4.

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 66.7 %). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.4261 PLN/EUR).

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

Function group AST, grade 4	Step 1	Step 2
Basic net salary (without any allowances)	2 197 EUR 9 725 PLN	2 280 EUR 10 093 PLN
Expatriation allowances (depending on family situation) (net)	437 - 593 EUR 1 936 - 2 624 PLN	456 - 612 EUR 2 018 - 2 707 PLN
Household allowances (net)	176 EUR 779 PLN	178 EUR 789 PLN
Dependent child allowances for each child (net)	265 EUR 1 173 PLN	265 EUR 1 173 PLN
Preschool allowance (net)	65 EUR 287 PLN	65 EUR 287 PLN
Education allowance (net) up to	360 EUR 1 592 PLN	360 EUR 1 592 PLN

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

<sup>2</sup> The Staff Regulations and the CEOS, 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 remuneration of the staff members, the correction coefficient and the exchange rate are updated annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %. Staff is entitled to annual leave of two working days per each complete calendar month of service. On top of that, staff is entitled to a number of additional days of leave depending on the grade, age and distance from the place of origin. In addition, there are on average 18 public holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

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

Throughout the period of service staff is a member of the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and after reaching the pensionable age of 66 years. The pensionable age for staff recruited before 1 January 2014 varies between 60 and 65 years. Pension rights acquired in one or more national schemes before starting to work at Frontex may be transferred into the EU pension system.

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

For further information on working conditions please refer to the Staff Regulations and the CEOS.

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

Frontex requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion or respective personal security clearance. The level of the latter depends on the specific post. For this post, the required level of clearance is **CONFIDENTIEL UE / EU CONFIDENTIAL**. Applicants who currently hold a valid security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. They shall provide Frontex with a security clearance certificate specifying the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months, a renewal procedure shall be initiated expeditiously. In case selected applicants do not currently hold a valid and positive security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the applicants' state of citizenship. In case of a failure to obtain the required security clearance certificate or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

## 9. PROTECTION OF PERSONAL DATA

Frontex ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). Please note that Frontex will not return applications to applicants. This 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>3</sup>.

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

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

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

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

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 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 eligibility or selection 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

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 Application Form relevant for this selection procedure duly signed and scanned (pdf format) to the following 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 Application Form is to be downloaded from Frontex website under the Reference Number of the post. In the Eligibility Checklist (which forms an essential and integral part of the Frontex Application Form)

the applicant shall verify his/her compliance with the eligibility criteria for the specific post. Applicants are further required to provide details on meeting the relevant selection criteria.

The Frontex 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 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. 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.

Due to the large volume of applications, Frontex regrets that only applicants invited for the interview will be notified on the outcomes. 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 May 2017 at 23:59 h of Warsaw local time.**

**Please keep a copy of your e-mail that proves that you have submitted you application on time as well as the subsequent automatic reply which confirms the receipt of your application.**

Applicants are strongly recommended to submit their application as early as possible and 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.