

CALL FOR EXPRESSIONS OF INTEREST - CONTRACT STAFF

Reference number: **Frontex/17/CA/FGIII/26.1**

Assistant (contract staff FG III)

Post (business title):	Assistant
Sector/Unit/Division:	Frontex expects to employ many Assistants (in different Units) in 2017 - 2019
Function Group/Grade:	FG III / grade 8 - grade 10
Location:	Warsaw, Poland
Starting date:	as soon as possible
Level of Security Clearance:	CONFIDENTIEL UE / EU CONFIDENTIAL
Closing date for applications:	Midday (12:00 h) 29 September 2017 (date of publication 28 June 2017)

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 450 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. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

The successful applicant(s) will be required to carry-out **executive tasks, drafting, accountancy and other equivalent technical tasks** (performed under the supervision of temporary staff) and will be responsible for example for:

- providing overall administrative support and assistance in business processes in a given business entity including filing and archiving of documents;
- co-ordinating the flow of all working documents in liaison with other staff members and units involved;
- assisting in matters concerning correspondence, missions, agenda management (drafting notes, invitations, minutes, memoranda, letters and reports);
- arranging meeting venues, hotels or flight bookings and travel arrangements.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

3.1. Eligibility criteria

To be eligible, an applicant must have:

- a level of post-secondary education attested by a diploma, or;
- 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 the said 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 second bullet point (secondary education mentioned). Only duly documented professional activity is taken into account.

Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years.

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 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 the Schengen Associated Countries and enjoys the full rights as a citizen;
- produce the appropriate character references as to his suitability for the performance of their duties;

- fulfil any obligations imposed on him by the laws of his home country concerning military service;
- be physically fit to perform their duties¹.

For reasons related to the Frontex working requirements, be available at short notice for the job.

3.2. Selection criteria

3.2.1. Professional competences

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

Essential requirements:

- 1 Capacity to maintain effective document and record management including archiving and filing
- 2 Experience in supporting administrative/secretarial/financial activities
- 3 Drafting and document-formatting abilities using standard IT applications
- 4 Excellent working knowledge of English (written & spoken)
- 5 Ability to respect the confidentiality of work issues
- 6 IT proficiency in MS applications - Word, Outlook, Excel and PowerPoint
- 7 Experience in working with financial database application(s)

Besides, the following attribute would be considered advantageous

- 8 Familiarity with the EU public administration environment (including financial, HR management and procurement procedures, experience in application of EU and international legislation)
- 9 Experience in working in an international environment of more than 2 years

3.2.2. Personal qualities and competences

Attributes especially important to this post include:

- 10 Constructive, positive and strong service-oriented attitude
- 11 Strong sense of initiative and responsibility for the assigned areas of work
- 12 An aptitude for organising and managing work, including the ability to cope with stress, heavy workload and time pressure
- 13 A high degree of creativity and flexibility
- 14 Well-developed team working skills and cooperative attitude
- 15 A flare of accuracy and attention to details
- 16 A high sense of integrity
- 17 Ability to cooperate smoothly in a multicultural and multi-professional environment

4. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicants 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 are deemed to confirm their willingness to make such declarations by submitting their application to Frontex.

¹ Before the appointment, the successful applicant shall be medically examined by a selected medical service in order that Frontex may be satisfied that he/she fulfils the requirement of Article 83 of the 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).

5. 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.

6. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the formal eligibility and admissibility criteria (please pay special attention to the information in section 10);
- All the eligible and admissible applications are evaluated by Selection Committees (there might more than one Selection Committee appointed to evaluate the applications) based on the selection criteria defined in this Call for expressions of interest (Vacancy Notice). The shortlisting and the interviewing process might as well take place in cycles, e.g. on monthly basis, even within the above-mentioned deadline for applications (the first interviews may take place still in the second half of July 2017);
- Best-qualified applicants, who obtained the highest number of points within the evaluation of applications and who are matching best the selection criteria established in this Call for expressions of interest (Vacancy Notice), are shortlisted for an interview;
- The interview(s) will be held in English;
- During the interview session (possibly via Skype), the (first) Selection Committee will examine profiles of applicants and assess their relevancy for the position of an Assistant (FGIII);
- As a result of the interviews, the Selection Committee recommends the most suitable applicants for a reserve list. **Applicants should note that inclusion on the reserve list in this procedure does not guarantee an employment offer.** Each interviewed applicant will be notified in written whether or not he/she has been placed on the reserve list;
- This reserve list will be used for the recruitment of Assistants depending on the needs of Frontex and shall be valid for 2 years (the validity period may be extended) as follows: Applicants included in the reserve list might be invited to a (second) interview for a concrete position and/or written competency tests and complete part of the process in their second EU language;
- Before being appointed, successful applicants will be requested to present originals of their diploma(s) and evidence of their professional experience, clearly indicating the starting, finishing dates and workload;

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

7. 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 contract staff pursuant to article 3(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS)². The contract staff position in question is placed in function group III.

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) and to family allowances (depending on personal situation) such as: household allowance, dependent child allowance, pre-school allowance, education allowance.

² 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 is expressed in EUR and PLN, 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 calculation³ is as follows:

Function group III	grade 8	grade 9	grade 10
Basic net salary (without any allowances)	1,536 EUR 6,798 PLN	1,737 EUR 7,688 PLN	1,888 EUR 8,355 PLN
Household allowances (net)	156 EUR 691 PLN	161 EUR 712 PLN	166 EUR 735 PLN
Dependent child allowances for each child (net)	265 EUR 1,173 PLN	265 EUR 1,173 PLN	265 EUR 1,173 PLN
Expatriation allowances (depending on family situation) (net)	359-432 EUR 1,591 - 1,911 PLN	359-469 EUR 1,591 - 2,077 PLN	359-512 EUR 1,591 - 2,265 PLN
Preschool allowance (net)	65 EUR 287 PLN	65 EUR 287 PLN	65 EUR 287 PLN
Education allowance (net) up to	360 EUR 1,592 PLN	360 EUR 1,592 PLN	360 EUR 1,592 PLN

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 with the Polish authorities was concluded in March 2017 and its entry into force depends on the finalisation of the ratification procedure in the Polish Parliament. The estimated date of entry into force of this agreement is currently December 2017. Under this agreement the Polish authorities will provide the following main benefits to the Frontex staff of non-Polish nationality:

- (a) reimbursement of tuition cost of each dependent child attending primary or secondary school on Polish territory up to a limit of 35 000 PLN per school year;
- (b) limited 12 months' period of reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (c) reimbursement of VAT on the purchase of a private car (this entitlement is renewable after 36 months).

Additionally, this agreement foresees that (an accredited) European School will be set-up in Warsaw in the future to allow dependent children of all Frontex staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education.

Staff 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 %.

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. The

³ The net (payable) remuneration directly paid to the staff member each month after all deductions and contributions could reach approximately 2 900 EUR/month - calculated for a non-Polish resident in grade 10 with a family with two children.

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 for 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 CEOS.

A contract of employment will be offered for a period of five years (unless specified otherwise in the respective job offer due to the specific business needs of Frontex), with a probationary period of nine months.

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.

8. 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 contract staff are defined in the CEOS⁴.

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 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 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.

⁴ In particular the provisions governing conditions of engagement in Title IV, Chapter 3.

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 jobs@frontex.europa.eu.

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

9. 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>).

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

10. APPLICATION PROCEDURE

Frontex Application Form is to be downloaded by applicants (as a dynamic PDF form) from Frontex website under the Reference Number of the post/position. This form is specifically created only for this selection procedure. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterix (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.

Note: The way to submit the application form has recently changed. It is now required to submit the application form saved in its original electronic dynamic PDF format (not scanned). The signature of the applicant will be collected at the stage of the interview (test).

The Frontex Application Form must be:

- Completed in English;
- Named as follows: 'SURNAME_Name_Vacancy Reference Number_Post Title';
- Submitted (sent) to e-mail: jobs@frontex.europa.eu. The subject of the e-mail shall have this structure: 'SURNAME_Name_Vacancy Reference Number_Post Title';

Incomplete applications, applications filed using incorrect application forms or applications sent to Frontex after the deadline will be disqualified and treated as non-eligible or not admissible.

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

Due to the expected 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 (due to the volume of selection procedures handled by Frontex) 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

(MIDDAY) 29 September 2017 at 12:00 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 apply as soon 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.