

## VACANCY NOTICE - CONTRACT STAFF

Reference number: Frontex/17/CA/FGIV/34.1

### Project Manager for the “Strengthening of AFIC<sup>1</sup>” project & Intelligence Capacity Building Expert (AFIC)

Post (business title):	Project Manager for the “Strengthening of AFIC” project - 1 position & Intelligence Capacity Building Expert (AFIC) - 1 position
Unit/Division:	Risk Analysis Unit / Operations Division
Function Group/Grade:	Contract staff / FGIV / grade 13, grade 14 or grade 16
Location:	Warsaw, Poland
Starting date:	16 October 2017 ( <i>contract of employment proposed until 31.08.2020</i> )
Level of Security Clearance:	CONFIDENTIEL UE / EU CONFIDENTIAL
Closing date for applications	<b>Midday (12:00 h) 01 September 2017</b> ( <i>date of publication 10 August 2017</i> )

## 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 460 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;

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<sup>1</sup> AFIC - Africa Frontex Intelligence Community is a network for cooperation on intelligence sharing between Frontex and African countries, which as of May 2017 covers: Algeria, Angola, Benin, Burkina Faso, Cameroon, Cap Verde, Chad, Democratic Republic of Congo, Côte d’Ivoire, Djibouti, Egypt, Eritrea, The Gambia, Ghana, Guinea, Kenya, Liberia, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Senegal, Sierra Leone, Somalia, South Sudan, Sudan and Togo.

- 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. THE OPERATIONS DIVISION AND RISK ANALYSIS UNIT

*Note: The organizational structure of Frontex will evolve in 2018 and new business entities will be created. The below information reflects the status as of the date of publication of the Vacancy Notice.*

The mission of the Operations Division (OPD) of the European Border and Coast Guard Agency is to obtain and deliver a situational picture of the external borders of the EU, to implement the Eurosur business concept, to contribute to situational awareness by delivering analytical products and services, and based on these to plan and implement intelligence-driven operational activities on border control and combat cross-border crime, furthermore activities in the field of return support as well as to coordinate operational cooperation between involved stakeholders on EU level as well as in the EU Member States and Schengen associated Countries.

The task of the Risk Analysis Unit is to provide the foundation for Frontex operational action, as well as to deliver analytical knowledge on the current external borders security situation to EU Member States, Schengen Associated Countries, the Council and the Commission.

The Unit is divided into three Sectors:

- The Sector Strategic Analysis deals with regular information exchange and knowledge sharing on irregular migration, cross-border crime and border management with Member States, Third Countries and other partners, delivering periodical and tailored analytical products in order to support related strategic level decision-making.
- The Sector Operational Analysis deals with intelligence collection and provides support to Frontex coordinated joint operations and pilot projects through the provision of operational analysis based products, including the processing of personal data in accordance with Articles 45-47 of the Regulation.
- The Sector Analytics supports the analytical sectors in the ad-hoc and bespoke exploration of data and intelligence and in the provision and development of geospatial services. The ultimate objective of the team is to improve the timeliness and quality of the knowledge managed by the Risk Analysis Unit.

## 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POSITIONS

### 3.1. REPORTING TO THE HEAD OF SECTOR STRATEGIC ANALYSIS THE MAIN DUTIES OF THE PROJECT MANAGER FOR THE “STRENGTHENING OF AFIC” PROJECT INCLUDE:

- Management of the “Strengthening of AFIC” project granted for Frontex direct management, ensuring its results are in accordance with the project plan and with the respective EU rules and procedures - to include daily project management both in organizational and substantive matters (budgeting,

- planning and general monitoring of the project); drafting, updating and monitoring of work plans, budgets and expenditures; management of project risks and taking appropriate mitigation measures;
- Supervision and coordination of the project team, consultants/experts, working groups and key project partners, including internal coordination within Frontex Units, in particular the International and European Cooperation Unit, for the purposes of the project planning, implementation, reporting and visibility;
- Providing support to the monitoring and internal/external evaluation of the project.

3.2. REPORTING TO THE HEAD OF SECTOR STRATEGIC ANALYSIS AND SUBJECT TO THE COORDINATION OF THE PROJECT MANAGER WITHIN THE SCOPE OF IMPLEMENTATION OF PROJECT ACTIVITIES, THE MAIN DUTIES OF THE **INTELLIGENCE CAPACITY BUILDING EXPERT** INCLUDE:

- Supporting joint analytical activities within AFIC, specifically the “Strengthening of AFIC” project;
- Monitoring developments (policies, practices, capabilities and capacities) in AFIC countries relevant from the EU borders point view and support the analysis of people smuggling and other cross-border criminal activities including terrorism at the borders of AFIC countries;
- Assisting, coaching and training experts in the AFIC countries in the set-up, collection and analysis of migration management, people smuggling and other cross-border crime information;
- Organising and co-leading meetings, workshops, and network cooperation;
- Coaching and mentoring experts in the AFIC partner countries selected for implementation of specific activities (including *in situ*).

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria

To be eligible, an applicant must have:

- a level of education which corresponds to completed university studies of at least three years attested by a diploma;  
*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.*
- in addition to above by the closing date for applications, at least 1 year 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 bullet point. 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 his duties;
- fulfil any obligations imposed on him by the laws of his home country concerning military service;
- be physically fit to perform their duties<sup>2</sup>.

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

Both positions may require business travelling to African countries involved in the project.

## 4.2. Selection criteria

### 4.2.1. Professional competences

**Candidate will be required to demonstrate that they possess:**

- 1 Sound knowledge and a minimum of one year of professional experience with analytical activities, their planning, delivery and follow up;
- 2 Sound knowledge and minimum one year of professional experience with implementing (preferably EU co-funded) capacity building projects in third countries;
- 3 Excellent command of English (including sound and proven report writing skills) and French language;
- 4 Experience in establishing and maintaining contacts with strategic partners;

**In addition, for the Project Manager position:**

- 5.A Knowledge of theories, policies, principles and practices of project management;
- 6.A Project management training and certification.

**In addition, for the Intelligence Capacity Building Expert position:**

- 5.B Sound knowledge and minimum one year of professional experience in training and coaching partners on various aspects of the intelligence cycle;
- 6.B Sound knowledge and minimum one year of professional experience developing hypotheses on irregular migration, human smuggling and/or trafficking and cross-border criminality.

**Besides, the following attributes would be considered advantageous (for both positions):**

- 7 Skills in Arabic language;
- 8 Work experience in an international/cross-cultural context, preferably in Africa.

### 4.2.2. Personal qualities and competences

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

- 10 Capability to organise and manage work, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload, time pressure and tight deadlines;
- 11 Strong sense of initiative, responsibility and commitment and customer service and support-oriented work ethic;
- 12 Ability to cooperate effectively within a diverse team in a multicultural environment (good team-working & team-building skills);
- 13 Readiness and willingness to business travel (namely to African countries involved in the project).

<sup>2</sup> Before the appointment, the successful candidate 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. 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.

## 6. EQUAL OPPORTUNITIES

Frontex applies an equal opportunities policy and accepts applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

## 7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria;
- All the eligible applications are evaluated by an appointed Selection Committee based on 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 this vacancy notice, will be shortlisted and invited for a competency test and 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 will be required to undergo written competency tests and complete part of the process in their second EU language; knowledge of French and/or Arabic (if relevant) language may also be tested during the interview or in a test;
- 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 will recommend the most suitable applicants for the post in question to the Executive Director of Frontex. Non-recruited and suitable applicants will be proposed for the reserve list, which may also be used for the recruitment for a similar project-related position 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 most successful applicant(s) will be appointed by the Executive Director of Frontex.

The successful applicant(s) will be recruited as contract staff pursuant to article 3(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS)<sup>3</sup>. The contract staff post in question is placed in function group IV.

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

<sup>3</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.

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 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 IV / grade <sup>4</sup>	grade 13	grade 14	grade 16
Basic net salary (without any allowances)	1 888 EUR 8 355 PLN	2 047 EUR 9 061 PLN	2 557 EUR 11 319 PLN
Household allowances (net)	166 EUR 735 PLN	172 EUR 761 PLN	186 EUR 824 PLN
Expatriation allowances (depending on family situation) (net)	359 - 512 EUR 1 591 - 2 265 PLN	405 - 560 EUR 1 792 - 2 477 PLN	518 - 675 EUR 2 295 - 2 989 PLN
Dependent child allowances for each child (net)	265 EUR 1 173 PLN	265 EUR 1 173 PLN	265 EUR 1 173 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 January 2018. 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 (as from the age of 2.5 years) attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per school year;
- (b) 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.

<sup>4</sup> The proper grade will be awarded according to the length of proven professional experience after meeting the eligibility criteria published in section 4.1. For the grade 13, this additional professional experience shall be at least 7 years and for the grade 14, this additional professional experience shall be at least 20 years.

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 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 definite period of the duration of the project - until 31 August 2020, 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.

## 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 contract 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 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;

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



- 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 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

**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 will be collected at the stage of the interview (test).**

Frontex Application Form is to be downloaded (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 (and shall not be reused for another procedure). 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.

The Frontex Application Form must be:

- Opened in a PDF reader - the recommended version is the Adobe Acrobat Reader DC (version 2017.009.20044. You may download this free version here: <https://get.adobe.com/uk/reader/>)
- Completed in English;



- Saved and named as follows: 'SURNAME\_Name\_Vacancy Reference Number\_Post Title';
- It shall be submitted by sending it to 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';

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 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.

Incomplete applications, applications sent to Frontex after the deadline or applications using inappropriate application form 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.

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

**Midday (12:00 h) 01 September 2017 at 12:00 h of Warsaw local time**

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

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.