

VACANCY NOTICE - TEMPORARY STAFF

Reference number: Frontex/17/TA/RCT-2017-00045

Senior Budget Officer - Team Leader (AD8)

Post (business title):	Senior Budget Officer - Team Leader (AD8)
Sector/Unit/Division:	Budget, Financial and Corporate Services Unit / Corporate Governance
Function Group/Grade:	Temporary agent AD8
Location:	Warsaw, Poland
Starting date:	1 December 2017
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	22 September 2017 ¹

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;
- Assisting member states in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;

¹ Date of publication: 23 August 2017

- 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 CORPORATE GOVERNANCE

The general mission of Corporate Governance is to provide necessary support and assistance to other entities in Frontex to support a smooth and uninterrupted functioning. The Corporate Governance function comprises 4 units: Budget, Financial and Corporate Services, Legal and Procurement Affairs, Human Resources and Security, Information and Communication Technologies.

The scope of responsibilities of the Budget, Financial and Corporate services unit covers corporate services, the budget team and a centralised financial services.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Budget, Financial and Corporate Services Unit, the Budget Officer - Team Leader will be responsible for:

- Budget preparation (Single Programming Document, budget transfers, budget documents/chapters for ad-hoc projects etc);
- Liaising with relevant stakeholders within Frontex and at EU Institutions in the process of budget preparation and negotiations;
- Regular and ad-hoc financial reporting on budgetary and other financial activities;
- Opening/closing of annual budgets and preparation of the related documentation and reports to internal and external stakeholders of these actions;
- Preparation of the requested documents and reports for the audit teams from the European Court of Auditors, Internal Audit Service or independent financial auditors, as relevant;
- Drafting procedural documents for the senior management and the Management Board (policies, briefing notes, procedures etc.);
- Support where necessary the development of manuals and internal rules;
- Management of a team working on budget related matters.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

To be eligible, a candidate must:

- possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;
- or
- possess a level of education which corresponds to completed university studies attested by a diploma followed by at least one year full-time professional experience, when the normal period of university education is at least three years;

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 the above, by the closing date for applications, at least 9 years of proven full-time professional experience after the award of the minimum qualification certifying the completion of the level of studies required above;

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 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 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;
- be physically fit to perform their duties.

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

4.2. Selection criteria

4.2.1. Professional competencies

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

- At least 6 years of proven and relevant professional experience in the field of finance, financial management/budgeting gained after obtaining the diploma
- Proficient knowledge of the EU budgetary cycle and the procedures applicable to agencies
- Excellent drafting and communication skills in English;
- Proven experience in managing small teams
- Analytical skills and ability to find solutions for complex issues
- Good understanding of accounting and the interaction between accounting and budget management;

- Thorough knowledge of English (the working language of Frontex).

4.2.2. Besides, the following attributes would be considered advantageous

- Knowledge of other EU languages, particularly French will be an asset

4.2.3. Personal qualities

Attributes especially important to this post include:

- Time management, organisation and co-ordination skills;
- Strong customer-service orientation;
- Ability to make sound decisions, prioritise and work to deadlines under minimal supervision on multiple tasks;
- Strong sense of initiative and responsibility;
- Strong interpersonal and communication skills;
- Ability to work under pressure and respond to changes in a rapidly evolving work environment;
- Ability to cooperate smoothly in a multicultural environment.

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 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 Senior Budget Officer - Team Leader 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)². The temporary post in question is placed in function group {AD grade 8.

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.

The final net calculation is as follows:

Function group AD, grade 8	Step 1	Step 2
Basic net salary (without any allowances)	3 389 EUR 14 999 PLN	3 508 EUR 15 527 PLN
Expatriation allowances (depending on family situation) (net)	717 - 878 EUR 3 173 - 3 885 PLN	747 - 909 EUR 3 306 - 4 021 PLN
Household allowances (net)	211 EUR 933 PLN	215 EUR 950 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 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 remuneration of the staff members, the correction coefficient and the exchange rate is updated annually

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>

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 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 pensionable age for staff recruited from 1 May 2004 to 31 December 2013 varies between 63 and 65 years. The pensionable age for staff recruited before 1 May 2004 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 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 SECRET UE / EU SECRET.

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 CEOS³.

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.

Applicants may have recourse at any time to the European Data Protection Supervisor (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.

³ in particular the provisions governing conditions of engagement in Title II, Chapter 3.

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 asterix (*) 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. 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.

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 22 September 2017 at 23:59 h

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.