

VACANCY NOTICE - TEMPORARY STAFF

Reference number: **Frontex/17/TA/AD6/AD7/24.1**

Frontex Coordinating Officer (multiple posts available in 2017 and 2018)

Post (business title):	Frontex Coordinating Officer
Business entity:	Joint Operations Unit, Return Support Unit, Pooled Resources Unit
Function Group/Grade:	AD6 and AD7 (<i>multiple posts are available in 2017 and 2018</i>)
Location:	Warsaw, Poland
Starting date:	As from 16 October 2017 (<i>estimated date and until the end of 2018</i>)
Level of Security Clearance:	CONFIDENTIEL UE / EU CONFIDENTIAL
Closing date for applications	Midday (12:00 h) 31 January 2018 (<i>date of publication 25 August 2017</i>). <i>The selection of best candidates may be carried out in two or more rounds and an <u>early application is recommended for applicants to be considered for first round(s) of the selection process in September 2017.</u></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 about 470 to meet its expanded tasks.

- 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 Member States' 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. THE BUSINESS ENTITIES

Notes:

1. *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.*
2. *You may apply for any combination of posts (one or more) in the following Units:*

The **Joint Operations Unit** plans, coordinates, implements and evaluates joint operations conducted using Member States' staff and equipment at the external borders (sea, land and air).

The **Return Support Unit** offers to Member States technical (including co-financing) and operational support in the preparation, organisation and implementation of return and readmission operations organised from Member States, upon their request or on the agency's proposal (joint, collecting and/or national operations to implement readmissions, forced returns and/or voluntary departures). The Unit also supports Member States in the field of return capacity building and other pre-return assistance activities aimed at increasing the effectiveness of their return management system and enhance practical cooperation on return to raise the number of removals of individuals with no legal right to remain in the EU.

The **Pooled Resources Unit** establishes and manages annual pools of resources and enables them to be readily available for deployment to Frontex-lead operations. The pools of resources consist of technical equipment and human resources, which are designed to cater to the needs of the joint operations and return operations. The pools are supplied by EU Member States (MS) and Schengen Associated Countries (SAC) as a result of Annual Bilateral Negotiations with MS/SAC. Frontex is also in the process of further developing its own capacity to supply pools through the acquisition and through-life management of Frontex' own resources.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POSTS

Reporting to the respective Head of Unit (and under the supervision of the respective Head of Sector), the **common main duties** of Frontex Coordinating Officers are:

- Designing, managing and monitoring operations, projects and other activities and services related to Frontex mission and tasks;
- Coordination of cooperation between Frontex and Member States.

3.1. Coordinating Officers in the Joint Operations Unit

Frontex Coordinating Officers are frequently deployed¹ to the areas of operations of Frontex and they are mostly:

- Coordinating deployment of human resources (European Border and Coast Guard teams) and technical resources in Joint operations;

¹ In this Unit, this position requires frequent business travelling (often for more than two weeks) mostly to the areas of operations of Frontex.

- Ensuring cooperation between the teams and a host Member State;
- Monitoring correct implementation of an operational plan by members of the teams.

While carrying their duties they are (depending on their specific tasks) using the following specific knowledge, experience and competencies:

- Substantial knowledge of border control processes at different types of border, i.e. border surveillance and/or border checks;
- Expertise in planning or implementation or evaluation of operational activities coordinated by Frontex at the external EU borders, including multipurpose operations;
- Experience in operational cooperation in the field of integrated border management with neighbouring non-EU countries or countries of origin and/or transit of migrants;
- Experience in addressing migratory challenges and preventing and detecting cross-border crime such as migrant smuggling, trafficking in human beings and terrorism;
- Experience in deployment of the European Border and Coast Guard teams, crew members and other relevant staff, liaising with Member States in carrying out operational and tactical coordination of technical means and assets;
- Experience in interacting with another EU Member States' border- /coast guard- / migration authorities or law enforcement management agencies or third countries' authorities (may also include combating cross-border crime and combating risks and threats at sea);
- Knowledge of the design and functioning of Schengen evaluation mechanism aiming towards implementation of Union legislation in the area of border management;
- Operational knowledge on the functioning of existing European databases related to border control such as SIS, VIS, Eurodac, Prüm, including use of API, PNR, Interpol-SLTD/TDAWN² for law enforcement purposes;
- Capacity to describe relevant *modi operandi* used by criminal organisations for smuggling people and trafficking in Human Beings, including the clear understanding of the differences between the aforementioned crimes;
- Sound and certified knowledge on travel and identity document matters, including knowledge of related policies of the EU and of ICAO facilitation activities;
- Advanced knowledge of maritime international conventions such as UNCLOS, SAR/SOLAS (and other Coast Guard functions, activities and legal framework) related to an implementation of EU policies and legislation in different maritime domains, i.e. maritime safety, pollution by ships, fisheries control and maritime security.

3.2. Coordinating Officers in the Return Support Unit

(applicants shall fulfil knowledge, experience and competencies of at least one of the two different profiles for Return operations and/or Pre-return areas)

Frontex Coordinating Officers are mostly:

In Return Operations:

- Developing, planning and managing return related projects, return/readmission operations and return interventions;
- Supporting the development and implementation of Member States' return processes and procedures in order to identify and address obstacles and blockages in the implementation of return operations and activities;

² SLTD - Stolen and Lost Travel Documents; TDAWN - Travel Documents Associated with Notices; ECRIS-TCN - European Criminal Records Information System for third-country nationals.

- Participating and representing Frontex in meetings at EU and international level as well as in missions to and from Member States and/or third countries.

While carrying their duties they are (depending on their specific tasks) using the following specific knowledge, experience and competencies:

- Sound knowledge of the international and EU legal framework on return and readmission;
- Experience in the organization and implementation of readmission and return operations and activities;
- Experience in return-related matters performed at European, regional or national level;
- Experience in leading small teams.

or

In Pre-return Assistance

- Developing, planning and managing return related projects, return interventions and assist Member States in pre-return activities, with a specific focus on the identification of third-country nationals illegally present in Member States, the acquisition of travel documents, cooperation with consular services for their return;
- Supporting Member States' administrative and operational process and procedures to identify and address obstacles and blockages in their return systems;
- Participating and representing Frontex in meetings at EU and international level as well as in missions to and from Member States and/or third countries.

While carrying their duties they are (depending on their specific tasks) using the following specific knowledge, experience and competencies:

- Sound knowledge of the international and EU legal framework on return and readmission;
- Knowledge of and experience;
- Experience in the field of return capacity building and pre-return activities performed at European, regional or national level;
- Experience in return-related matters performed at European, regional or national level;
- Experience in cooperation with EU institutions and/or other Member States' authorities in the field of readmission and returns;
- Experience from return-related missions to third countries;
- Experience in negotiations with third country authorities in the field of return and readmission.
- Experience in leading small teams.

3.3. Coordinating Officers in the Pooled Resources Unit

Frontex Coordinating Officers are mostly:

- Establishing and managing the pools of Technical Equipment and Human Resources to support Frontex-lead operations by:
 - Translating the operational needs into technical requirements;
 - Negotiating contributions to the pools with Member States' based on the technical, administrative and trough-life management (including logistics) requirements;
 - Acquiring and management Frontex own equipment, including logistics and contract management, to complement the Member States' contributions through the development of tender specifications, managing tendering procedures and managing subsequent contracts;
 - Managing pools including fleet and stock management;

- Providing the logistical and supply infrastructure to ensure the operational availability and readiness of the pools;
- Managing gaps and urgent operational needs;
- Working in teams across programmes and projects while maintaining close relations with end-users;
- Coordinating activities in rapid border intervention actions and testing the rapid reaction mechanism.

While carrying their duties they are (depending on their specific tasks) using the following specific knowledge, experience and competencies:

- Knowledge of and experience in translating operational needs into technical requirements;
- Knowledge of and experience in technical requirements management and systems engineering;
- Knowledge of and experience in through-life support including logistics and supply chain management for Technical Equipment;
- Knowledge of and experience in acquisition of resources through public procurement procedures;
- Knowledge of the different skills sets required for performing border and coast guard management tasks in both at home and in theatre of operations;
- Knowledge of and experience in health and safety management;
- Knowledge of and experience in project management;
- Knowledge of and experience in stakeholder management with client orientation;
- Knowledge of and experience in resource management (including allocation of human resources);
- Experience in data collection, processing, analysis (including large amount of data) and reporting;
- Experience in delivering performance/efficiency analyses;
- Experience in development, implementation and management of business policies, processes and procedures.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

To be eligible, a candidate must:

For AD6 posts:

Possess a level of education which corresponds to completed university studies of at least three years attested by a diploma and, by the closing date for applications, possess at least 3 years of proven full-time professional experience after the diploma was awarded.

For AD7 posts:

Possess a level of education which corresponds to completed university studies of at least four years attested by a diploma and, by the closing date for applications, possess at least 6 years of proven full-time professional experience after the diploma was awarded.

or

Possess a level of education which corresponds to completed university studies of at least three years attested by a diploma and, by the closing date for applications, possess at least 7 years of proven full-time professional experience after the diploma was awarded.

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 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.

Furthermore, a candidate must:

- 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 duties³.

4.2. Selection criteria

4.2.1. Professional competences

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

- 1a** For AD6 posts: Minimum of two years of full-time work experience in the areas described in part 3 of this Vacancy Notice performed at European, regional or national level (preferably gained through direct experience in border- or coast guard management duties or similar, engineering, logistics, supply chain management, data processing and software development);
- 1b** (only) for AD7 posts: Minimum of four years of full-time work experience in the areas described in part 3 of this Vacancy Notice performed at European, regional or national level (preferably gained through direct experience in border- or coast guard management duties or similar, systems engineering, logistics, supply chain management, health and safety management, resource management, data processing, data analysis and software architecture) and relevant skills with at least two years' experience in leading small team(s);
- 2** Good knowledge of the EU legislation related to Frontex and border and/or coast guard functions activities and of the functioning of EU institutions and bodies including operational cooperation between European and international organizations; knowledge of Fundamental Rights and rights related to protection of vulnerable persons;
- 3** Knowledge of and experience in budgetary, procurement and financial procedures (and related

³ 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 13 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).

processes such as planning, implementation, monitoring and evaluation) in EU or in an international or national/public administration;

- 4 Competency in using standard office IT applications (MS Office) and an ability to communicate and report effectively in English in writing;
- 5 At least two (and preferably more) of the **specific knowledge, experience and competencies which are listed in parts 3.1, 3.2 or 3.3 of the Vacancy Notice** (depending on the chosen profile);
- 6 Readiness to be temporarily deployed outside of Frontex headquarters (depending on business needs) and availability to accept a job offer at short notice after an offer is proposed by Frontex.

Besides, the following attribute would be considered advantageous:

- 7 Working experience of at least two years in law-enforcement, border and/or coast guard management, public security or similar, migration, technical requirements management for development and acquisition of Technical Equipment including software, development and management of logistics and supply chain systems, management of resource allocation, risk management for complex projects, working with technical standards, contract management, developing and implementing policies for health and safety, system safety management and statistical analysis or closely related areas;
- 8 A certification in an internationally recognized project management methodology (PRINCE2, PMP, PM2 etc.) and/or in service delivery methodology (e.g. ITIL);
- 9 Experience in cooperation with/in an EU administration and familiarity with EU administrative/working practices;
- 10 Working experience of at least one year abroad (or in a multicultural environment).

4.2.2. Personal qualities and competences (common for all Frontex Coordinating Officers)

- 11 Excellent time management, organizational and co-ordination skills; ability to make sound decisions, prioritize and work to tight deadlines under minimal supervision on multiple tasks; capability to manage own work independently, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload and time pressure;
- 12 Strong sense of initiative (creativity), flexibility, responsibility, commitment and customer service and support-oriented work ethic;
- 13 Excellent interpersonal and communication skills in English (ability to communicate clearly and precisely to different audiences);
- 14 Ability to cooperate effectively within a diverse team in a multicultural environment (good team-working & team-building skills) and to relate with people of different national, cultural and professional backgrounds whilst maintaining impartiality, objectivity and principles of sensitivity and confidentiality of specific type of information.

5. INDEPENDENCE AND DECLARATION OF INTEREST

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 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

Please note that due to the business needs of Frontex and expected high number of applications the deadline for submissions of applications is extended to several months. However, **the selection procedure (as described below) will be organized in several rounds and the applications will be assessed in an order of submission.**

Therefore, in order for an application to be considered early in the procedure, **candidates are strongly recommended to apply as early as possible.**

Applicants in this selection procedure may use **only one application to apply for any combination of the three published job profiles** (described in part 3 of this Vacancy Notice) and for **any combination of the two published grades** (AD6 only, AD7 only or AD6 and AD7). However, **in order to assess your application properly, you are required to express your preferences/priorities if you apply for more than one post.**

Eligibility and suitability of applicants will be assessed independently for each profile and for each grade.

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria;
- Applications are evaluated (in two or more rounds of selections) by appointed Selection Committees 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 (there might be more than one interview and it may also take a form of a videoconference or a Skype call) will be held in English;
- During the interview session, the Selection Committee will examine profiles of applicants and assess their relevancy for the post in question (in the order of preference expressed by applicants). In order to support the evaluation via interviews, shortlisted applicants will 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 (test), 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 posts in question to the Executive Director of Frontex. Non-recruited and suitable applicants will be proposed for a reserve list, which may also be used for a 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 Selection Committees 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)⁴. The temporary staff post in question is placed in function group AD, either in grade 6 or in grade 7.

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

⁴ OJ L 56, 4.3.1968, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council, OJ L 287, 29.10.2013, p. 15, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONLEG:1962R0031:20140101:EN:PDF>.

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

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.

EU 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 %.

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 calculation⁵ is as follows:

Function group AD, grade 6	Step 1	Step 2
Basic net salary (without any allowances)	2 739 EUR 12 125 PLN	2 840 EUR 12 568 PLN
Expatriation allowances (depending on family situation) (net)	560 - 718 EUR 2 479 - 3 177 PLN	584 - 742 EUR 2 583 - 3 283 PLN
Household allowances (net)	191 EUR 847 PLN	194 EUR 860 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

Function group AD, grade 7	Step 1	Step 2
Basic net salary (without any allowances)	3 050 EUR 13 500 PLN	3 160 EUR 13 986 PLN
Expatriation allowances (depending on family situation) (net)	634 - 793 EUR 2 804 - 3 509 PLN	660 - 820 EUR 2 922 - 3 630 PLN
Household allowances (net)	200 EUR 887 PLN	204 EUR 902 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 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

⁵ The net (payable) remuneration directly paid to the officer each month after all deductions and contributions could reach approximately 4 300 EUR/month for an AD6 post and 4 700 EUR/month (calculated for non-Polish staff with a family with two children).

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 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 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, 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 CEOS⁶.

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;
- 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.

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.

⁶ 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). However, please use **only one application to apply for any combination of the three published job profiles (described in part 3 of this Vacancy Notice) and for any combination of the two published grades.**

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

(MIDDAY) 31 January 2018 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 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.