

VACANCY NOTICE - TEMPORARY STAFF

Reference number: **Frontex/17/TA/AD6/37.1**

Publications and Production Team Leader

Post (business title):	Publications and Production Team Leader
Sector/Unit/Division:	Media and Public Relations Office
Function Group/Grade:	Administrator, AD6
Location:	Warsaw, Poland
Starting date:	1 January 2018
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	(MIDDAY) 17 October 2017 at 12:00 h¹

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 470 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 such as Europol, EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis of all aspects of border management, including assessment of the EU Member State's border control authorities ability to face migratory pressure and different challenges at their 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;
- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border authorities;

¹ Date of publication: 19 September 2017

- 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 of non-EU nationals, in the framework of the EU external relations policy.

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

2. PUBLICATIONS AND PRODUCTION TEAM

The Publications and Production team is part of the Media and Public Relations Office, which also includes Press, Editorial and Internal Communications teams. The Publications and Production team is responsible for developing and managing production of Frontex publications, videos and other multimedia content as well maintenance and technical development of Frontex website and photo and multimedia library.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to Head of the Media and Public Relations Office the Publications and Production Team Leader will be mainly responsible for:

- Managing and developing the Publications and Production team;
- Liaising with the Editorial team and providing editorial guidance on all communication products delivered by the team;
- Managing and monitoring the production of Frontex publications and multimedia content (video, infographics, etc.);
- Participating in the development of communication products adapted to different communication channels and different audiences;
- Overseeing development of new digital communication platforms, including development of a new corporate website;
- Monitoring the implementation of the Publications and Production team's budget and framework contracts managed by the Publications and Production team.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

To be eligible, an applicant shall:

- Possess a level of education which corresponds to completed university studies of at least three years attested by a diploma and
- In addition to the above, by the closing date for applications, possess at least **3 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 EU Member States shall be taken into consideration.

Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required above in the first two bullet points. Only duly documented professional activity is taken into account.

Only the required education will be taken into account.

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

In case of part-time work, the professional experience will be calculated pro-rata in line with the workload stated by the applicant.

Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in the first two bullet points shall be taken into consideration as professional experience, if the official documentation is provided.

- Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties;
- Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen;
- Have fulfilled any obligations imposed on them by the laws of the country of citizenship concerning military service;
- Produce the appropriate character references as to his suitability for the performance of his duties;
- Be physically fit to perform their duties².

4.2. Selection criteria

4.2.1. Professional competences

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

1. Education: University degree in communication, political science, sociology, psychology, economics, journalism or similar;
2. Working experience of at least 3 years in communication in government authorities, EU or international organizations or multinational companies;
3. Proven editorial experience - ability to draft and edit different types of texts for external and internal audiences;
4. Experience in publications planning and production; experience in managing audio/video production;
5. Extensive experience (of at least two years) in leading and managing team(s) and budget(s);
6. Excellent English communication skills - both written and oral.

Besides, the following attributes would be considered advantageous:

7. Experience in project management;
8. Experience in using digital assets management systems and knowledge of digital communication and technologies used for communication purposes;
9. Fluency in German, French or Spanish (at least one);
10. Experience in working in a multicultural environment.

4.2.2. Personal qualities and competences

Attributes especially important to these posts include:

11. Understanding of EU migration and security policy, and of underlying strategic issues;

² Before the appointment, the successful candidate shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10, as lastly amended).

12. Ability to organize, manage and deliver expected results, including the ability to cope with stress related to demanding and multiple tasks, heavy workload, time pressure and tight deadlines in a rapidly evolving work environment;
13. High professional and ethical standards, strong sense of initiative, responsibility, commitment and customer-oriented work ethic;
14. Excellent networking, presentation, interpersonal and communication skills (ability to communicate clearly and precisely with different audiences both orally and in writing).

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 may be required to undergo written competency tests and complete part of the process in their second language (namely, and if applicable, fluency in the languages indicated in part 4.2.1.9 above will be tested and taken into account);
- 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. An additional interview with the Executive Director and/or the Deputy Executive Director may be arranged before the final appointment. Non-recruited and suitable applicants will be proposed for the reserve list, which may also be used for the recruitment in 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 most successful applicant will be appointed by the Executive Director of Frontex.

The successful applicant will be recruited as temporary staff pursuant to article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in function group AD, grade 6.

The final net calculation³ is as follows (established for the place of employment in Warsaw, Poland):

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

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 are updated annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

The headquarters agreement with the Polish authorities will enter into force on 1 November 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 (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 of additional days of leave depending on the grade, age and distance

³ The net (payable) remuneration directly paid to the officer each month after all deductions and contributions could reach approximately 4 300 EUR/month (calculated for non-Polish staff with a family with two children). Eligibility for a step 2 is determined by a length of professional working experience after the diploma obtained - in this case to those who have a proven trace of more than 5 years of professional working experience after the respective diploma was awarded.

from the place of origin. In addition, there are on average 18 public holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

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

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

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

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

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

Frontex requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion or respective personal security clearance. The level of the latter depends on the specific post. For this post, the required level of clearance is **SECRET UE / EU SECRET**. 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 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.

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

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.

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. 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) 17 October 2017 at 12:00 h (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.