

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2018-00066

Director of the International and European Cooperation Division

Post (business title):	Director of the International and European Cooperation Division <i>(a reserve list to be created for one post to be filled)</i>
Division:	International and European Cooperation Division
Function group / Grade / Post title:	Temporary staff, AD12, Director of Division <i>(managerial post)</i>
Grade for inter-agency mobility ¹ :	AD9 - AD13
Grade bracket for internal mobility ² :	AD9 - AD13
Location:	Warsaw, Poland
Starting date:	September 2019 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	(MIDDAY) 19 July 2019 at 12:00 h², Warsaw local time

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under Regulation (EU) 2016/1624 of 14 September 2016. 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 680 to meet its expanded tasks.

The Agency's key tasks include:

- a) 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 and coast guards from EU countries;
- b) 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;
- c) Situation monitoring of EU's external borders and risk analysis of all aspects of border and coast guard management, including assessment of the EU Member States' border control authorities' ability to face migratory pressure and different challenges at their external borders;
- d) Assisting Member States in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;
- e) Development of training programmes for European border and coast guards;
- f) Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border and coast guard authorities;

¹ For all existing EU temporary staff 2(f) applicants who currently occupy a middle-management post and for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

² Date of publication: 21 June 2019.

- g) Cooperation with EU and international organisations in the area of border and coast guard management, security, and prevention of cross-border crime (including terrorism);
- h) 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. THE INTERNATIONAL AND EUROPEAN COOPERATION DIVISION AND ITS UNITS

The role of the International and European Cooperation Division (IEC) is to develop and maintain structured institutional relations with the Agency's external partners in order to facilitate the Agency's operational and capacity-building activities. The Division contributes to ensuring coherence in the Agency's engagement in relation to a variety of partners, from EU institutions, offices and agencies, to international organisations as well as authorities of third countries.

In close coordination with the Cabinet of the Executive management, the Division provides advice and support in order to facilitate operational work done in partnership with Frontex external partners. IEC also develops and provides support and guidance to the networks of Frontex Liaison Officers in the EU Member States and third countries. For the performance of its mission, as a principle, all Divisions shall ensure that IEC is informed of all meetings and activities attended by Frontex staff in third countries.

The IEC consists of the following Units: (i) International Cooperation Unit, (ii) Institutional Partnership Unit, and (iii) Liaison Officers Networks Unit.

The mission of the **International Cooperation Unit (ICU)** is to develop, strengthen and maintain institutional relations with the competent authorities of third countries and to ensure coherence of the Agency's support to those authorities, in close cooperation with the relevant internal and external stakeholders. The main tasks of ICU are:

- a) cooperating with third countries by providing advice and support for the preparation and the establishment of working arrangements, cooperation plans or strategic engagement;
- b) establishing and maintaining effective and mutually beneficial partnerships with priority third countries by initiating, negotiating, concluding and monitoring the implementation of the Agency's cooperation frameworks (e.g. working arrangements, cooperation plans, strategic dialogues) with the competent authorities of third countries and respective regional organisations;
- c) acting as the institutional focal point for cooperation with third countries;
- d) supporting Frontex business entities in their engagement with third country authorities;
- e) in close cooperation with Frontex entities, coordinating the preparation of technical assistance programmes funded by donors, delineating their implementation modalities, and negotiating the final agreements.
- f) on a case by case basis, and in close coordination with Frontex entities, implementing targeted technical assistance projects in third countries;
- g) sharing expertise and providing support to the Agency, the EU Institutions and Member States in international dialogues on migration, mobility and security, as well as in relation to the programming and implementation of EU funds for integrated border management initiatives in third countries;
- h) providing support in the preparations and organisation of visitors from third countries and missions outside the EU and SAC.

The mission of the **Institutional Partnership Unit (IPU)** is to establish and to maintain structural cooperation with the Agency's institutional partners at EU and international levels: EU institutions, bodies, offices and agencies, as well as international organisations. The Unit provides support to the Cabinet of the Executive management with regards to developments on the EU's legislative and policy processes. It forges effective partnerships with international actors across various areas of European integrated border management.

The activities of the Unit are implemented in close cooperation with the Cabinet via the Brussels Office that locally liaises and interlinks with the EU institutions, bodies, offices and agencies based in Brussels. Its main tasks are:

- a) in close cooperation with other Frontex entities, developing inter-agency cooperation, including the negotiation, preparation, establishment and monitoring of working arrangements and cooperation plans, participating in meetings where relevant, and providing support to operational cooperation activities carried out by other operational business units;
- b) providing support in developing comprehensive engagement with EU institutions, bodies, offices and agencies as well as international organisations, and promoting its coherent implementation across relevant business entities;
- c) initiating, negotiating, concluding and monitoring the implementation of the Agency's cooperation frameworks (e.g. working arrangements, cooperation plans, and strategic dialogues) with EU institutions, bodies, offices and agencies and international organisations;
- d) establishing and maintaining effective and mutually beneficial partnerships with the institutional stakeholders and promoting inter-agency cooperation within respective networks;
- e) providing advice and support to the Cabinet and other Frontex entities in maintaining efficient cooperation with EU institutions, including the European Parliament, the Council of the EU, the European Commission, the European External Action Service and other relevant entities.

The mission of the **Liaison Officers Networks (LOU)** is to develop and maintain the networks of Frontex Liaison Officers (FLOs) deployed in Member States, in third countries and other organisations and to ensure their effective and timely contribution to the Agency's operational goals.

The LOU manages the back-office for the networks of Frontex liaison officers (FLOs) deployed by the Agency in EU Member States and in third countries in close cooperation with the CGO for the provision of support services.

The head of the Liaison Officers Networks Unit acts as the head of the Back-Office and the Reporting Officer for all Liaison Officers deployed by the Agency. The main tasks of the Unit are:

- a) supporting, monitoring and guiding the FLO's work through the back-office, ensuring the quality of their work, facilitating their interaction with internal and external stakeholders, and encouraging synergies;
- b) acting as the central point of contact for channelling information and requests between Frontex and the FLOs, without prejudice to direct contact between FLOs and Frontex entities on regular operational matters;
- c) assessing and processing FLO reports for follow-up actions and further use of a wider group of internal and external stakeholders; and setting up reporting and information exchange workflows and tools to support them;
- d) negotiating and updating the relevant legal frameworks for the deployment of FLOs, such as administrative arrangements and MoUs;
- e) developing and coordinating FLO pre-deployment, including support to HR during their recruitment process, coordination of the FLO pre-deployment trainings and other;
- f) without prejudice to the provisions of the European Travel Information and Authorisation System (ETIAS), ensuring an Agency-wide approach and workflows for interaction with liaison officers posted by EU Member States, third countries, international organisations and EU entities to Frontex HQ or the respective embassies in Warsaw; and acting as the institutional point of contact for those Liaison Officers;
- g) providing support and guidance to FLOs, monitoring and supervising their work, assessing and processing relevant outcomes of their activities (reports), ensuring the quality of their work, facilitating their interaction with the Agency's entities and external partners, and encouraging synergies among one another;
- h) regularly monitoring, assessing and providing recommendations on the functioning of the FLO networks, identifying potential gaps and future needs for deployment.

The mission of **Liaison Officers Networks Unit** is to develop and maintain the networks of Frontex Liaison Officers (FLO) deployed outside in Member States and in third countries and to ensure their effective and timely contribution to the Agency's operational goals. The role of LOU is to act as a back-office for the liaison officers deployed by the Agency and in that role will support, monitor and supervise their work, assess and process relevant outcomes of their activities (reports), ensure quality of their work, facilitate their interaction with Frontex entities and external partners, and encourage synergies among each other. The Unit may also serve as the institutional point of contact for the liaison officers deployed to the Agency by other entities.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Executive Director, the Director of the International and European Cooperation Division is responsible for:

- Assisting the Executive Director in developing, communicating and implementing strategic objectives in the field of competence, in the implementation of the Frontex mandate and the management of related changes.
- Acting as the immediate superior of middle managers, steering and supervising the overall activities of the division.
- Coordinating activities in the area of responsibilities in close cooperation with other Frontex entities.
- Ensuring at the division level the alignment of human and financial resources with Frontex strategic objectives towards an effective planning, implementation and reporting of supervised units, including the preparation of the Agency's annual Program of Work and the preparation of annual reports.
- Managing relevant resources at the level of the Division, including human resources and budget.
- Participating in internal and external meetings, conferences related to the area of responsibility.
- Ensuring and evaluating the delivery of timely and qualitative output for the division.
- Making full use of the division's overall innovation leverage on all Frontex activities, and actively contributing to change management and the assimilation of Frontex identity through its corporate values.
- Leading negotiations on the Agency's working arrangements and cooperation plans with partners and providing support to other Frontex business entities in their operational implementation.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria (for external applicants³)

To be eligible, an applicant shall:

- a) 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** (of full-time education);

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** (of full-time education);

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.

Only the required education will be taken into account.

- b) Possess (by the closing date for applications) at least **15 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the respective diploma was awarded and (at the same time) after the condition(s) described in criterion a) above are fulfilled;

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 criterion a). Only duly documented professional activity is taken into account.

ANY GIVEN PERIOD OF STUDIES OR PROFESSIONAL EXPERIENCE 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 criteria a) shall be taken into consideration as professional experience if the official documentation is provided.

³ For all existing EU temporary staff 2(f) applicants (interested in an internal or an inter-agency mobility for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable and who currently occupy a middle-management post) the eligibility criteria are defined in Article 12(2) of the CEOS.

- c) 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 duties (Common European Framework of Reference for Languages: B2 level);
- d) 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;
- e) Have fulfilled any obligations imposed on him/her by the laws of his/her home country concerning military service.

Additionally, in order to be engaged, the appointed applicant shall:

- f) Produce the appropriate character references as to his/her suitability for the performance of his/her duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- g) Be physically fit to perform the duties⁴;
- h) For reasons related to the Frontex business requirements, be available at short notice for the job.

4.2. Selection criteria

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/scored only for shortlisted applicants during interviews (and or tests):

4.2.1. Professional competences

1. At least 15 years of relevant experience dealing with duties related to the tasks assigned, of which at least 6 years of work experience at senior or middle managerial level.
2. Proven experience in managing teams that are responsible for establishing and maintaining cooperation and/or liaising with various stakeholders (third countries, EU institutions, bodies, offices, agencies and/or International organisations).
3. Understanding of the EU and of the interaction between national administrations, EU, European and international organisations.
4. Experience of management in the area of EU's foreign and/or security policy, particularly in relation to law enforcement, security, migration or defence cooperation.
5. Experience and demonstrated practice of financial and human resources management, preferably within the EU framework.
6. Work experience within EU public administration, an international organisation and/or EU Member State authorities in at least one of the three activity areas covered by IEC units.

Besides, the following attributes would be considered advantageous

7. Past experience as liaison officer and/or policy officer at a national or European or international level for cooperation and/or partnership with third countries.
8. Experience in managing organisational change in terms of developing operational processes, introducing innovation and managing conflicting priorities in a fast pace policy environment.
9. Experience in leading multinational teams.

4.2.2. Personal qualities and competences

10. Excellent organisational, analytical, and negotiation skills.
11. Excellent communication skills in English (orally and in writing) and excellent interpersonal skills; ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders; and ability to understand organisational dynamics.
12. Ability to organise and manage work and responsibilities and to deliver expected results, including an ability to work effectively within a multicultural team and to cope with work pressure in a dynamic and changing environment.
13. Professional and ethical behaviour, strong sense of sense of initiative, responsibility, commitment and ability to deal with various external counterparts on sensitive issues.

⁴ Before the engagement, the successful applicant 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.

4.2.3. Managerial competencies (to be assessed in the Assessment Centre)

INFORMATION MANAGEMENT	
Integrating	Synthetically integrating and linking various data into a coherent and relevant whole, formulating alternatives, and transforming this synthesis and these alternatives into a valuable and correct conclusion
TASK MANAGEMENT	
Managing the organisation	Developing and setting up processes and structures across various fields of activities. Drawing up and managing budgets in a realistic and consistent way. Introducing and supervising changes, trying out new methods for improvement
Steering	Efficiently assessing and managing time as well as material, human and financial resources, including regular follow-ups and corrective interventions in accordance with the objectives to be reached
PEOPLE MANAGEMENT	
Motivating	Acknowledging and appreciating the efforts of others, adjusting one's own leadership style to them and entrusting the right people with the right responsibilities to optimise their performance.
Guiding people	Ensuring that everyone behaves appropriately by giving clear instructions, by monitoring results and taking corrective measures in accordance with the objectives and the available means.
INTERPERSONAL MANAGEMENT	
Influencing	Reaching goals by making a good impression, getting others to accept ideas by using convincing arguments, creating win-win situations and responding efficiently to one's interlocutors or audience.
PERSONAL MANAGEMENT	
Coping	Responding calmly to frustrations, obstacles and opposition, controlling one's emotions and responding to criticism in a constructive way, while keeping the objectives in mind.

5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) 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.

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 a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure;
- Best-qualified applicants, who obtain the highest number of points within the application evaluation and who are matching the best the evaluated selection criteria, will be shortlisted and invited for a competency test and an interview; the names of the Selection Committee members will be disclosed to the applicants invited for the interview;
- Managerial competencies may be assessed in a form of Assessment Centre to be run by independent body. The Selection Committee will be provided with the evaluation report which may serve as complementary input for final decision-making process;
- The test and interview will be conducted in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their relevancy for the post in question. Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure;
- Applicants invited to the interview/test 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 applicant(s) for the post(s) in question to the Executive Director of Frontex. An additional interview with the Executive Director and/or the Deputy Executive Director and/or another relevant manager may be arranged before the Executive Director takes the final decision. Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will 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 the placement on the reserve list does not guarantee an employment offer.

The work and deliberations of the Selection Committee are strictly confidential and any contact of an applicant with its members is strictly forbidden.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed by the Executive Director of Frontex.

The successful external applicant will be engaged 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 the following function group and grade: **AD12⁵**. This is a managerial position.

The staff member's remuneration consists of a 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 (amount payable) is as follows:

Function group AD, grade and step	AD12 Step 1	AD12 Step 2
1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>)	5 274 EUR 23 013 PLN	5 436 EUR 23 719 PLN
a. Managerial allowance	162 EUR 706 PLN	169 EUR 737 PLN
2. Other possible monthly entitlements/allowances , depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 68.6 correction coefficient applicable for Poland</i>):		
b. Household allowance	285 EUR 1 242 PLN	291 EUR 1 271 PLN
c. Household allowance, when managerial allowance is entitled	291 EUR 1 271 PLN	298 EUR 1 300 PLN
d. Expatriation allowance	1 247 - 1 428 EUR 5 442 - 6 230 PLN	1 300 - 1 481 EUR 5 670 - 6 463 PLN
e. Expatriation allowance, when managerial allowance is entitled	1 300 - 1 481 EUR 5 670 - 6 463 PLN	1 354 - 1 537 EUR 5 909 - 6 706 PLN
f. Dependent child allowances for each child	281 EUR 1 227 PLN	281 EUR 1 227 PLN
g. Preschool allowance	69 EUR 300 PLN	69 EUR 300 PLN
h. Education allowance for each child up to	382 EUR 1 666 PLN	382 EUR 1 666 PLN

⁵ Specific conditions about grading are defined on the title page of the Vacancy Notice. For existing EU temporary staff 2(f) from other EU bodies interested in an inter-agency mobility and internal applicants, the classification in grade and step should be established in line with Article 55 of the CEOS.

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 68.6). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.3631 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 is effective as of 1 November 2017. Under this agreement the Polish authorities will provide the following main benefits to Frontex expatriate staff:

- (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) reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (c) reimbursement of VAT on a 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 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 Article 5(1)(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Please note that Frontex will not return applications to applicants. This is due, 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 to properly 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 the Human Resources and Security Unit.

The information provided by applicants will be accessible to strictly limited number of staff in Human Resources, to the Selection Committee members and to Frontex management. If necessary it will be provided to the staff of Legal and Procurement Unit, external parties directly involved in the selection process or to respective experts in ICT (in case of technical issues with the application).

There will be no automated decision making or profiling upon applicants' data.

No data is transferred to a third country or international organisation.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- For applications received from not-selected applicants: the data are filed and stored in archives for **2 years and** after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of **the reserve list + 1 year and** after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of **10 years** after the termination of employment or as of the last pension payment **and** after this time the data are destroyed.

Applicants have the right to request access to and rectification or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In 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 can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and selection procedure.

Should an applicant have any query concerning the processing of his/her personal data and has substantiated request, he/she shall address them to the HR Sector at jobs@frontex.europa.eu or Frontex Data Protection Officer at dataprotectionoffice@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>).

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

⁶ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

11. APPLICATION PROCEDURE

Note: It is required to upload the digital application form saved in its original electronic dynamic PDF format (not scanned). Do not use any e-mail communication to submit your application (for exceptional circumstances see point 6 below) - such an application will be automatically disregarded and will not be recorded and further processed.

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link provided next to the Reference Number of the post/position. This digital application form is specifically created only for this selection procedure (and shall not be reused for another procedure).

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (*version 2017.009.20044*. You may download a free version here: <https://get.adobe.com/uk/reader/>).
2. **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
3. Be completed in English. 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.
4. Be saved and named as follows: 'SURNAME_RCT-2018-00066'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2018-00066>
6. In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at jobs@frontex.europa.eu.

In case you submit more than one application for this procedure, Frontex will only assess the latest one and will automatically disregard all your previous applications.

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.

Incomplete applications, applications uploaded after the deadline, sent by e-mail or applications using inappropriate or altered/manipulated application forms will be automatically disregarded by the system and will **not** be processed further.

Due to the large volume of applications, Frontex regrets that only applicants invited for the test and interview will be notified about the outcomes. The status of the recruitment procedure is to be found on Frontex website.

Due to high volume of selection procedures handled by Frontex, the period between the closing date for the submission of applications and the final shortlisting of applicants for an interview may take more than two months.

The closing date (and time) for the submission of applications is provided on the title page of the Vacancy Notice.

Please keep a copy of the automatically generated submission code that proves that you have submitted/uploaded your application to Frontex.

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 system or for other technical issues applicants may eventually encounter in the very last moment before the deadline.