

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2025-00047

Head of EU Policies Sector & Head of Pre-accession Cooperation Sector in the Strategy, Governance and External Relations Division

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| Post (business title): | Head of EU Policies Sector Head of Pre-accession Cooperation Sector <i>(a reserve list to be created for 2 posts to be filled)</i> |
| Sector/Unit/Division: | EU Policies Sector/EU Affairs Unit/Strategy, Governance and External Relations Division Pre-accession Cooperation Sector/International Cooperation Unit/Strategy, Governance and External Relations Division |
| Function group / Grade / Post title: | Temporary staff, AD8, Head of Sector ¹ |
| Grade bracket for internal mobility ² : | AD8-AD12 |
| Grade for inter-agency mobility ¹ : | AD8-AD12 ³ |
| Location: | Warsaw, Poland |
| Starting date: | Fourth quarter 2025 (desired) |
| Level of Security Clearance: | SECRET UE/EU SECRET |
| Closing date for applications | <u>(MIDDAY) 08 July 2025 at 12:00 h⁴, Warsaw local time</u> |

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¹ Type of post: Administrator.

² For existing EU temporary staff 2(f) applicants for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

³ Engagement of an applicant in grade higher than AD8 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

⁴ Date of publication: 06 June 2025.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁵. 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 to 2,500 to meet its expanding tasks.

The European Border and Coast Guard Regulation provides for the establishment of a European Border and Coast Guard Standing Corps, which will consist of up to 10,000 operational staff by 2027, and will be deployed along the external land, sea and air borders of the European Union and the Schengen Area.

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

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 and coast 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 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;
- 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 and coast guards;
- 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;
- Cooperation with EU and international organisations in the area of border and coast guard 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.

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management.

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

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

⁵ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

2. THE STRATEGY, GOVERNANCE AND EXTERNAL RELATIONS DIVISION

The Division is led by the Director of Strategy, Governance and External Relations Division (hereinafter 'Director of the Division') who reports to the Executive Director.

Strategy, Governance and External Relations Division (STRAT) is composed of the following entities:

- (a) Strategy, Governance and Transparency Unit;
- (b) EU Affairs Unit;
- (c) International Cooperation Unit;
- (d) Executive Affairs Office;
- (e) Communications Office.

The mission of the Strategy, Governance and External Relations Division is:

- (a) to consolidate the core strategic functions performed by the Agency at the level of the Executive Director, the functions integrated within the Division being of cross-divisional nature, ensuring consistent policy management and application of streamlined overarching processes across the Agency;
- (b) to oversee and continuously improve the Agency's governance framework, based on agile and efficient administration, leading to enhanced resilience and capacity to adjust to internal and external developments, modernised and high-quality internal processes driving organisational effectiveness, contributing to organisational integrity and sustainability;
- (c) to provide horizontal business management in the area of strategy planning and reporting, enabling implementation of the Agency's strategic vision in a cohesive manner, in alignment with its intent, Frontex's mission, values and priorities, as well as taking into account the cooperation with Agency's stakeholders Decision of the Executive Director
- (d) to support the Executive Director in performing his/her duties, providing relevant strategic policy support and advice, streamlining horizontal cooperation within the Agency, as well as carrying out overall advisory, supporting and administrative functions facilitating management of day-to-day engagements; based on instructions from the Executive Director, the Director of Division is tasked to channel the Executive Director's decisions to managers across the organisation respecting relevant hierarchical lines;
- (e) in performance of its tasks and responding to the need for effective oversight, to oversee the realisation of the Agency's commitment to improved transparency, accountability, and compliance functions, ensuring highest standards and firm embedment of these principles into the ethical and cultural framework of Frontex;
- (f) to oversee engagements with stakeholders, in its European, interinstitutional, and international dimension, developing effective cooperation and strong external relationships, including through Frontex's liaison officers network, in pursue of full implementation of Frontex's mandate; effective engagement with stakeholders leads to sustainable and meaningful delivery of outcomes, while the interests of the European integrated border management community are at the heart of the Agency's activities;
- (g) to ensure a coherent and proactive approach to stakeholder management, serving as a powerful tool that supports the Agency in the successful fulfilment of its role and generates value to Frontex's partners, through enabling development of solutions for sound border management in the spirit of shared responsibility.

The Strategy, Governance and External Relations Division is tasked with the following system responsibilities:

- (a) strategic planning and reporting;
- (b) management of transparency function;
- (c) management of governance and organisational transformation functions;
- (d) management of institutional relations with EU institutions, as well as systemic cooperation with EU Member States and Schengen Associated Countries without prejudice to operational cooperation maintained by other entities;
- (e) management of strategic and institutional relations with third countries;
- (f) managements of the Agency's horizontal internal and external communication function.

EU Affairs Unit (EUA) -organisation and main tasks and responsibilities

EU Affairs Unit (EUA) is led by the Head of Unit who reports directly to the Director of the Division.

EU Affairs Unit is composed of the following sectors:

- (a) EU Policies Sector (EUPS);
- (b) EBCG Stakeholders Sector (ESS).

The main tasks and responsibilities of EU Affairs Unit are as follows:

- (a) developing trusted, constructive, and well-coordinated contacts with the relevant EU Institutions;
- (b) advancing relations and robust cooperation frameworks with other EU Agencies and services;
- (c) monitoring of and facilitating Frontex's contribution to EU policy-making, with the emphasis of quality contributions based on Frontex's knowledge and expertise;
- (d) developing and strengthening of trustful and constrictive relations with EU Member States and Schengen Associated Countries, including through the network of Liaison Officers.

EU Policies Sector (EUPS) - organisation and main tasks and responsibilities

EU Policies Sector (EUPS) is led by the Head of Sector who reports directly to the Head of EU Affairs Unit.

The main tasks and responsibilities of the EU Policies Sector are as follows:

- (a) monitoring of EU's political and legal processes with the aim to identify proactively issues related to Frontex's mandate;
- (b) facilitating development of Frontex's position and its presentation to the relevant EU decisionmakers;
- (c) serving the strengthening of Frontex's standing and recognition of its unique capabilities among EU institutions and partners;
- (d) facilitating daily contacts with EU institutions and coordinated representation of Frontex in the relevant meetings and fora;
- (e) ensuring coherence and internal coordination of Frontex interactions with EU institutions, including coherent preparation for participation in relevant working groups and committees;
- (f) ensuring coherence and coordination of (non-operational) interactions with EU agencies, primarily for the increase of combined impact through more effective use of synergies;
- (g) proactive identification of potential new partners;
- (h) development of the required cooperation frameworks, in particular Working Arrangements and monitoring of their implementation.

International Cooperation Unit (ICU) -mission, organisation and main tasks and responsibilities

International Cooperation Unit (ICU) is led by the Head of Unit who reports directly to the Director of the Division.

International Cooperation Unit composes of the following sectors:

- (a) International Partnership Sector (IPS);
- (b) Pre-accession Cooperation Sector (PREA).

The main tasks and responsibilities of the International and Cooperation Unit are as follows:

- (a) developing trusted institutional contacts and robust cooperation frameworks with the competent authorities of third countries and international organisations;
- (b) acting as the institutional point of contact for the Agency's partners in third countries and international organisations, as well as EU delegations and CSDP missions in third countries;
- (c) developing and managing the network of Frontex Liaison Officers to third countries;
- (d) ensuring internal coherence and coordination of the Agency's engagements in the external dimension, in line with the Frontex's International Cooperation Strategy;
- (e) contributing to EU level policies and processes to ensure better leverage and impact of cooperation in the external dimension without prejudice to specialised tasks of other entities;
- (f) fostering regular alignment with the European Commission, the EEAS and EU Delegations;
- (g) conceptualising and implementing technical assistance and capacity building in third countries at horizontal level.

Pre-accession Cooperation Sector (PREA) -organisation and main tasks and responsibilities

Pre-accession Cooperation Sector (PREA) is led by the Head of Sector who reports directly to the Head of International Cooperation Unit.

The main tasks and responsibilities of the Pre-accession Cooperation Sector are as follows:

- (a) developing cooperation with the competent authorities of the EU pre-accession countries across the remit of the unit's tasks, and with the support of Frontex Liaison Officers;
- (b) facilitating the development and implementation of frameworks for operational cooperation, particular EU Status Agreements and EUROSUR;
- (c) supporting EU accession process with evidence-based expertise and advice;
- (d) conceptualising and implementing technical assistance and capacity building projects geared to promote European IBM and bringing pre-accession partners closer to the European Border and Coast Guard community;
- (e) enabling the deployment of Frontex Liaison Officers covering EU pre-accession partners.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POSTS

Reporting to the Head of EU Affairs Unit and Head of International Cooperation Unit, the main duties related to these posts are:

Common for the two posts:

- Within the competence of the relevant Unit, assisting the respective Head of Unit in the cooperation with the EU institutions and Agencies, national and international bodies and organizations, Agencies, Member States and Third countries.
- Monitoring and analysing relevant political and legal processes with the aim to identify proactively issues related to Frontex's mandate.
- Contributing to the development of the Frontex strategies and work programmes.
- Support the implementation of the relevant Unit's work programme, adjusting the activities and capacity level as needed in order to ensure an overall coherence of the work.
- Ensuring timely planning and reporting within the relevant Sector.
- Managing and steering the activities of the Agency's liaison officers within their respective Sectors.
- Managing the human and financial resources of the Sector, leading, engaging and developing the competences and skills of the Sector's personnel and assessing the individual performance.
- Helping to identify the budget required for the Unit's activities according to activity-based budgeting principles while ensuring the sound financial management of the Sector and the effective implementation and reporting of its budget.
- Facilitating the cooperation with the respective Units within STRAT and with other Units when it comes to horizontal or cross-divisional matters.
- Where so designed, acting as reporting officer and Authorising Officer by delegation.
- Actively contributing to change management and the embodiment of Frontex identity through its corporate values.
- Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility.
- Contributing to the implementation of the corporate risk management within their area of responsibility.
- Actively promoting the Frontex corporate values and code of conduct, and contributing to the implementation of the Agency's anti-fraud strategy.

in addition, specific for the Head of EU Policies Sector (EUPS):

- Facilitating development of Frontex's position on relevant policy- and legislative files and its presentation to the relevant EU decision-makers.
- Facilitating daily contacts with EU partners.
- Ensuring coherence and internal coordination of Frontex interactions with EU institutions, including coherent preparation for participation in relevant working groups and committees.
- Ensuring coherence and coordination of (non-operational) interactions with EU agencies, primarily for the increase of combined impact through more effective use of synergies.
- Development of the required cooperation frameworks, in particular Working Arrangements and monitoring of their implementation.
- Proactively identifying potential new partners.

in addition, specific for the Head of Pre-accession Cooperation Sector (PREA):

- Assisting and supporting Head of ICU in developing and implementing the International Cooperation Strategy.
- Developing cooperation with the competent authorities of the EU pre-accession countries across the remit of the unit's tasks, and with the support of Frontex Liaison Officers.
- Facilitating the development and implementation of frameworks for operational cooperation, such as Working Arrangements, EU Status Agreements, EUROSUR, etc.
- Supporting EU accession process with evidence-based expertise and advice.
- Conceptualising and implementing technical assistance and capacity building projects geared to promote European IBM and bringing pre-accession partners closer to the European Border and Coast Guard community.
- Enabling the deployment of Frontex Liaison Officers covering EU pre-accession partners.
- Fostering alignment with the European Commission, the EEAS and EU Delegations.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁶

1. 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.
2. Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.
3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties⁷.
4. Be physically fit to perform his/her duties.
5. 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 the duties (Common European Framework of Reference for Languages: B2 level).

4.2. External applicants

Minimum qualifications (university diploma)

1. Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years⁸ or more**

or

Possess a level of education which corresponds to completed university studies attested by a diploma followed by at least one year full-time professional experience, when the normal period of university education is at least three years⁹.

Required professional experience

2. Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled¹⁰.

⁶ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

⁷ Prior to engagement the selected applicant will be required to provide appropriate character references as to his/her suitability for the performance of duties (such as a criminal record certificate or equivalent certificate, not older than six months) as well as a compulsory declaration before engagement in Frontex and a declaration in relation to interests that might be considered prejudicial to his/her independence.

⁸ Diploma recognized by any EU Member State to be at EQF levels 7 or 8; 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 will be taken into consideration.

⁹ Diploma recognized by any EU Member State to be at EQF level 6; 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 will be taken into consideration.

¹⁰ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required. 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 before or after achieving the minimum qualification shall be taken into consideration as professional experience subject to provided evidence.

4.3 Internal applicants

On the closing date for applications and on the day of filling the post, be a member of temporary staff engaged under Article 2(f) of CEOS at Frontex in grade AD8 - AD12.

4.4 Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS¹¹ within their agency in a grade and function group corresponding to the published grade bracket.
2. Have at least two years' service within their agency before moving¹².
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹³.

5. 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):

Professional qualifications, competences and experience:

1. At least 6 years of proven experience dealing with duties related to the tasks indicated in the job description, of which at least 2 years of professional experience in leading/managing teams.
2. Professional experience in large organizations involved in cooperation with EU Institutions, Agencies or Third Countries in the area of integrated border management or law enforcement.
3. Excellent knowledge of EU institutional framework, in particular in the area of freedom, security and justice as well as border checks, asylum and immigration.
4. University degree relevant to the duties and responsibilities linked to the post (including, e.g., political sciences, international relations, law).
5. Excellent knowledge of policy developments relevant to Frontex mandate, including relations and cooperation with Third Countries.

Besides, the following attributes would be considered advantageous:

6. Experience in conceptualising and implementing technical assistance projects focused on European integrated border management.
7. Experience in planning and budget implementation, resource and financial management, procurement and contract management.

¹¹ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials (the "Staff Regulations") and the Conditions of Employment of Other Servants (the "CEOS") of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

¹² Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

¹³ Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

Personal qualities and competences:

8. Ability to organise and oversee the work of the team and sector.
9. Ability to guide, support, empower, motivate and enable team members to perform their work effectively and understand their role in achieving broader objectives.
10. Ability to foster a cooperative work environment and support the professional development of team members.

6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

Frontex applies an equal opportunities policy and, subject to the limitations imposed by law, accepts applications without distinction on grounds of age, race, colour, ethnic or social origin, genetic features, language, political, philosophical, religious or any other conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

Frontex encourages and invites to apply professionals of different backgrounds and origins who want to play an active role in a dynamic team in a multicultural organisation that is contributing to increased European safety.

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 pre-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 best the evaluated selection criteria will be shortlisted and invited for a competency test and an interview; the names of the members of the Selection Committee will be disclosed to the applicants invited for the test and interview. Only shortlisted candidates will be contacted;
- 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 relevance 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. At least one part of the qualifying written test will be assessed based on anonymised answers;
- As a result of the interview and test, the Selection Committee will recommend the most suitable applicant(s) for the post in question to the Appointing Authority of Frontex. An additional interview with the Appointing Authority and/or another relevant manager may be arranged before the Appointing Authority 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 at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

Each interviewed applicant will be notified in writing on outcome of his/her application. **We expect all applicants to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us.**

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

Applicants may be requested to present, at any stage of the selection, documents which will support the information contained in their application form such as originals of their diploma(s), evidence of professional experience clearly indicating the starting, finishing dates and scope of work and workload. Failure to provide such evidence may lead to disqualification of the applicant.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed¹⁴ by the Appointing Authority of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce documents which support the information contained in his/her application;
- Produce appropriate character references (such as a criminal record certificate or equivalent certificate, not older than six months) and specific declarations prior to his/her engagement to finally assess his/her up-to-date suitability (or limitations) for the performance of duties;
- Be physically fit to perform his/her duties¹⁵.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD8**¹⁶. 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.

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, grade and step | AD8 Step 1 | AD8 Step 2 |
|---|--|--|
| 1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>) | 5 058 EUR 21 844 PLN | 5 237 EUR 22 620 PLN |
| 2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 78,80% correction coefficient applicable for Poland</i>): | | |
| b. Household allowance | 321 EUR 1 386 PLN | 327 EUR 1411 PLN |
| c. Expatriation allowance | 1 091 - 1 336 EUR 4 711 - 5 769 PLN | 1 137 - 1 382 EUR 4 909 - 5 971 PLN |
| d. Dependent child allowances for each child | 403 EUR 1 742 PLN | 403 EUR 1 742 PLN |
| e. Preschool allowance | 99 EUR 425 PLN | 99 EUR 425 PLN |
| f. Education allowance for each child up to | 547 EUR 2 363 PLN | 547 EUR 2 363 PLN |

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations of Officials (the "Staff Regulations") or in any implementing regulations is weighted by the correction coefficient for Poland (currently 78.80%). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.3190 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 %.

An accredited European School¹⁷ operates in Warsaw to allow dependent children of all Frontex statutory staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education. The school offers the complete education cycle (from Nursery to Secondary level finishing with the European Baccalaureate exam). Frontex staff children enjoy priority admission to this school, however it may happen

¹⁴ Engagement of an inter-agency applicant in a grade higher than AD8 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

¹⁵ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of CEOS.

¹⁶ For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

¹⁷ More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](http://About the Accredited European Schools (eursc.eu)).

that the required class/level is full at the moment of admission and the school cannot enrol the child. In such a case, education allowance may be granted up to a single ceiling provided that an enrolment took place at another fee-paying school. The admission process is exclusively being handled by the school and it's subject to school's internal policies¹⁸; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information¹⁹.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities²⁰ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²¹ which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

(a) reimbursement of VAT on purchases of household goods and furniture to assist a newcomer to settle in Warsaw;

(b) reimbursement of VAT and excise tax (if applicable) on a purchase of a motor-vehicle.

Staff is entitled to an annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. 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.

Being a knowledge-based organization, Frontex 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. 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.

Frontex requires selected applicants to undergo a vetting procedure executed by the National Security Authority of the applicants' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. For this post, the **required level of clearance is specified on the title page of the Vacancy Notice**. Applicants who currently hold a valid personnel 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. The National Security Authority of the applicant shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected applicants do not currently hold a valid 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 personnel security clearance 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 (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.

¹⁸ E.g. the school may require the pupil concerned to set language competency exams, etc.

¹⁹ You may find contact details by accessing: International European School*Warsaw

²⁰ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²¹ Polish citizens and permanent residence holders are excluded.

The legal basis for the selection procedures of temporary staff is defined in the CEOS²², in the Management Board Decision No 14/2019²³ and in the Decision of the Executive Director No R-ED-2024-106²⁴.

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 Unit within the Human Resources and Corporate Services Division of Frontex. The controller for personal data protection purposes is Frontex, the responsible Unit being the Human Resources Unit. The information provided by applicants will be accessible to a strictly limited number of staff within the Human Resources Unit and IT experts, to the members of the Selection Committee and to Frontex management. If necessary, it will be provided to the staff of the Legal Services and Procurement Unit, of the Inspection and Control Office, external parties directly involved in the selection process. For the purposes of safeguarding the financial interests of the Union, your personal data may be processed by the Frontex Internal Audit Capability, the Internal Audit Service of the European Commission, the European Court of Auditors, the Financial Irregularities Panel and/or the European Anti-Fraud Office (OLAF).

There will be no automated decision making or profiling based on the applicants' data.

No data will be transferred to a third country or an international organisation.

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

- For applications received from non-selected applicants: the data are filed and stored in archives for **5 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** 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 **and** after this time the data are destroyed.

Applicants have the right to request access to and rectification or restriction of processing of their personal data or, where applicable, the right to object to that 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 the consent to such data processing operations will result in the exclusion of the applicant from the recruitment and from the 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 Human Resources Unit 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. REVIEW AND COMPLAINT PROCEDURE

- Each applicant may request feedback on assessment of his or her application as established by the Selection Committee.
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- After Frontex takes a decision on applicant's application, he/she may lodge a complaint.

Details of these procedures are provided [here](#).

11. APPLICATION PROCEDURE

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link

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.

provided next to the Reference Number of the post/position. This digital application form is specifically

²² In particular the provisions governing conditions of engagement in Title II, Chapter 3.

²³ Management Board Decision No 14/2019 of 18 July 2019 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

²⁴ Decision of the Executive Director No R-ED-2024-106 on recruitment and selection of temporary staff under Article 2(f) and contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Union.

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 2021.001.20155. 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-2025-00047'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2025-00047>
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.

Do not 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 without prior consent of Frontex HR 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 selection 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.