

## VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2025-00037

### Senior Coordinating Officer - Team Leader of Return Digitalization Team and Senior Coordinating Officer - Team Leader of Return Analysis Team

Post (business title):		Senior Coordinating Officer - Team Leader of Return Digitalization Team (1 post)  Senior Coordinating Officer - Team Leader of Return Analysis Team (1 post)  (a reserve list to be created for 2 posts to be filled)
Sector/Unit/Division:		Return Knowledge Office, Return Division
Function group / Grade / Post title:		Temporary staff, AD8, 2(f), Senior Coordinating Officer - Team Leader <sup>1</sup>
Grade bracket	for internal mobility <sup>2</sup> :	AD8 - AD12
	for inter-agency mobility <sup>3</sup> :	AD8 - AD12
Location:		Warsaw, Poland
Starting date:		Fourth quarter 2025 (desired)
Level of Security Clearance:		Confidential UE/EU Confidential
Closing date for applications		<b>(MIDDAY) 02 September 2025 at 12:00 h<sup>4</sup>, Warsaw local time</b>

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<sup>1</sup> Type of post: Administrator.

<sup>2</sup> 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.

<sup>3</sup> Engagement of an inter-agency applicant in grade higher than AD8 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

<sup>4</sup> Date of publication: 03 July 2025.

## 1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation<sup>5</sup>. 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 new 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. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

For more information, please refer to our website under this [link](#).

## 2. THE RETURN DIVISION AND THE RETURN KNOWLEDGE OFFICE

### Mission

The mission of the Return Division is to provide operational, technical and financial support to Member States and, where applicable, to Third Countries, to ensure an efficient and sustainable implementation of returns within the framework of the Union policy on return and in accordance with the Agency's mandate.

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

## **Organisation**

The Division is led by the Director of Return Division who reports to the Deputy Executive Director for Operations, and it is composed of the following entities:

- a) Return Operations and Voluntary Returns Unit (RVR);
- b) Pre-return Unit (PRE);
- c) Post-return Unit (POST);
- d) Return Knowledge Office (RKO)

The main tasks and responsibilities of the Return Division are as follows:

- a) Supporting Member States in the organisation and coordination of return operations, including by means of Frontex-organized return operations;
- b) Supporting the efficient implementation of Union policy on return;
- c) Providing return-related technical and operational assistance to Member States in all stages of the return process;
- d) Providing assistance to Member States in relation to (assisted) voluntary returns, prioritising assistance to Member States experiencing challenges with regard to their return systems.

## **Return Division - horizontal responsibilities**

- a) Operational management of Standing Corps with return profiles;
- b) Management of return data;
- c) Provision of return analytical capability;
- d) Business-level management of return IT systems;
- e) Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division with due considerations to the dynamics of the organisation, its reorganisation process and final outcomes, as well as instructions expressed by the Executive Management of the Agency.

## **Return Knowledge Office - organizations and main tasks and responsibilities**

The Return Knowledge Office (RKO) is led by the Head of Office who reports to the Director of the Division.

The main tasks and responsibilities of the Return Knowledge Office (RKO) are as follows:

- a) Managing of the return and return related data and information for purposes of enabling return knowledge;
- b) Implementing of return analysis roadmap to facilitate return and return related planning and informed decision making through production of return analysis products together with other internal and external Frontex partners;
- c) Continuous updating of the Return case management system reference model (RECAMAS) and provision of support for improvement of national return case management systems;
- d) Ensuring the development and provision of communication infrastructure that would link the return management systems of the MS with Frontex integrated return management platform - IRMA
- e) Managing return digitalization programme resulting into the delivery and use of necessary IT systems and tools for return, e.g. IRMA 2.0;
- f) Assisting the Division with cross cutting tasks and activities;
- g) Supporting strategic planning and management of budgetary and financial aspects within the scope of the Division.

Return Knowledge Office is investing in the digitalisation of the return process and supporting Member States efforts in this area is one of the priorities of the Return Division. The Return Knowledge Office is leading this work. If you are successful in joining the Office, you will have the opportunity to steer the work related to return digitalisation and return analysis, in collaboration with other entities and stakeholders. You will also manage a small team. To read more about return digitalisation initiatives of Frontex, you can refer to our website: [Return digitalisation](#).

The Return Digitalization and Return Analysis team are the two teams within the Return Knowledge Office dealing with return digitalization programme and development of return analysis capability respectively. This vacancy includes two positions for these respective team leaders.

### 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POSTS

#### Profile 1: Team Leader of Return Digitalization Team

- Daily management of the Team under his/her responsibility;
- Ensure and guide continuous development of Frontex central IT system for return - IRMA;
- Provide for progressive development of return case management reference model (RECAMAS) in view of obligations stemming from EBCG Regulation and based on business needs as well as feedback from stakeholders;
- Initiate, assure and oversee return digitalization programme, along with the projects and tools for RET and Member State stakeholders and where applicable take care of their management as per the business need;
- Oversee and ensure successful customer service for IRMA service desk function;
- Ensure alignment and harmonization of tools, practices and procedures in view of return digitalization across the division, including in view of mentoring;
- Ensure return digitalization portfolio representation in all relevant events and fora;
- Organize and manage inputs for continuous product, service and activity improvement in view of return digitalization;
- Provide for necessary set up (contractual, expertise, organization, data protection, etc.) in implementing divisional business objectives for IT related components;
- Act as the enterprise architect for the return division ensuring business process mapping, update and their further improvement.

#### Profile 2: Team leader of Return Analysis Team

- Daily management of the Team under his/her responsibility;
- Develop and coordinate operational analysis on return, aimed at better reading Member States and Schengen Associated Countries statistical data on return and the Frontex operational data to enhance situational awareness on return;
- Ensure return data collection processes and return data governance, along with harmonization of relevant data policies and standards;
- Initiate, plan and deliver return data and return analysis products;
- Coordinate and where needed prepare inputs to different products and documents in view of the return data and return analysis on behalf of the return division;
- Develop, manage and coordinate the single data platform (database) for all return and return related data;
- Ensure quality assurance mechanism for return data validation, correlation, analysis and provision;
- Lead the Return Data working group and activities in its remit, e.g. reporting, policies, etc.;
- Lead the Horizontal Return Analysis study group within the division bringing together different inputs from business entities to support the elaborate analytical work and follow up into analytical outputs;
- Ensure return analysis portfolio representation in all relevant events and fora.

### 4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

#### 4.1. General/common criteria<sup>6</sup>

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.

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

3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties<sup>7</sup>.
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 years<sup>8</sup> or more**  
or
2. 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<sup>9</sup>.

*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.*

### Required professional experience

Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled<sup>10</sup>.

*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. 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 CEOS 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 moving<sup>11</sup>.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group<sup>12</sup>.

## 4.4. Internal applicants

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

<sup>7</sup> 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.

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> 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.

## 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).

### 5.1. Professional qualifications, competences and experienced required:

#### Profiles 1 & 2

1. At least 3 years of experience in leading/managing small teams (including managing teams remotely);
2. At least 5 years' proven experience in a position related to the aforementioned tasks as per profile: IT related projects, products, services - digitalization (profile 1) or Analytical work, operational/migration analysis, research work on migration (profile 2);
3. Good knowledge of the EU legal and policy framework on return & reintegration and migration, Frontex and fundamental rights in the context of migration;
4. Proven experience in cooperation and negotiations with public sector institutions, e.g. EU institutions, Member States, Schengen Associated Countries and similar;
5. Proven experience with moderating meetings and public speaking.

### 5.2. Besides, the following attributes would be considered advantageous:

#### Profile 1

6. High level proficiency with use of IT tools and systems);
7. Certification in project, programme and/or service management methodologies and approaches);
8. Experience in drafting policies, procedures and processes.

#### Profile 2

- 6a. Proven professional experience at European, Regional or National level in the field of return;
- 7a. Proficiency with use of software and tools in view of data analysis and visualization);
- 8a. Editorial and/or graphic design skills.

### 5.3. Personal qualities and competences

9. Excellent drafting, editing and communication skills (English C1 level);
10. Ability to communicate clearly and present complex subjects simply, both orally and in writing;
11. Ability to motivate, coach and delegate effectively to foster teamwork and collaboration (win-win approach);
12. Ability to generate ideas and initiative;
13. Strong service orientation and can-do attitude while facing new challenges and tasks and delivering high quality outputs;
14. Strong problem-solving and analytical skills leading to desired outcomes;
15. High emotional intelligence allowing to handle difficult conversations, negotiations and conflicts while remaining empathic and engaged.

## 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; (in case of high number of applicants there might be an entry-level eliminatory written test). Certain selection criteria may be assessed/scored jointly, and some criteria may be assessed/scored in two or more steps of the selection procedure; advantageous criteria will only be assessed at the last stages of the procedure. Order of tests or assessments may be subject to changes aiming at ensuring efficient processing of high number of applications;
- 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 anonymized 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 in view of this procedure 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 (considering the interests of Frontex) will be selected and appointed<sup>13</sup> 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 duties<sup>14</sup>.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD8**<sup>15</sup>. 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

<sup>13</sup> Engagement of an inter-agency applicant in grade higher than AD8 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

<sup>14</sup> Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of CEOS.

<sup>15</sup> For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.



(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 (after all deductions, contributions and taxes are applied)	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 (expressed as gross amount weighted by 78.80% correction coefficient applicable for Poland):		
b. Household allowance	321 EUR 1 386 PLN	327 EUR 1 411 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”)<sup>16</sup> 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 %. Our package of benefits also includes: sickness and medical insurance, a competitive EU pension scheme, reimbursement for sports and fitness club memberships, language classes and an assistance from the expatriate services team. Find out more about benefits at Frontex by following this [link](#).

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.

An [accredited European School](#)<sup>17</sup> 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 that the required class/level is full at the moment of admission and the school cannot enroll 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 policies<sup>18</sup>; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information<sup>19</sup>.

<sup>16</sup> Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

<sup>17</sup> More details on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

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

<sup>19</sup> You may find contact details by accessing: [International European School\\*Warsaw](#)



Moreover, the Headquarters Agreement signed between the Agency and the Polish authorities<sup>20</sup> in 2017, the Polish authorities may provide benefits to Frontex expatriate staff<sup>21</sup>, 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 motor-vehicle.

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.

The respective privacy statement can be accessed [here](#). The legal basis for the selection procedures of temporary staff is defined in the CEOS<sup>22</sup>, in the Management Board Decision No 14/2019<sup>23</sup> and in the Decision of the Executive Director No R-ED-2022-17<sup>24</sup>.

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 HR and Corporate Services Division. The data controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by applicants will be accessible to a strictly limited number of staff within the Human Resources, to the members of the Selection Committee and to Frontex management. If necessary, it will be provided to the staff of the Legal and Procurement Unit, of the Inspection and Control Office, external parties directly involved in the selection process or to respective ICT experts. 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.

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

<sup>21</sup> Polish citizens and permanent residence holders are excluded.

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

<sup>23</sup> 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.

<sup>24</sup> Decision of the Executive Director No R-ED-2022-17 on the recruitment and selection of temporary staff under Article 2(f) CEOS.

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](mailto:jobs@frontex.europa.eu) or Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu).

Applicants may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

## 10. REVIEW AND COMPLAINT PROCEDURE

- Each candidate 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 formal decision on candidate's application, he/she may lodge a complaint against an act adversely affecting him/her.

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

## 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 2023.008.20555. 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-2025-00037'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2025-00037>
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](mailto: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.**