

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2025-00053

Senior Monitoring and Surveillance HUB Officer, Senior Service Management Officer and Senior Crisis Management Officer - Team Leader in the Operational Management Division

Post (business title):	Senior Monitoring and Surveillance Hub Officer (2 posts), Senior Service Management Officer (1 post), Senior Crisis Management Officer - Team Leader (1 post). <i>(a reserve list¹ to be created for 4 posts to be filled)</i>
Sector/Unit/Division:	Monitoring and Surveillance HUB Sector · Service Management Sector in Frontex Operations Centre Crisis Management Sector in Situational Assessment and Crisis Management Unit · in Operational Management Division
Function group / Grade / Post title:	Temporary staff, AD8, Senior Officer ²
Grade bracket for internal mobility ³ :	AD8-AD12
Grade for inter-agency mobility ⁴ :	AD8-AD12 ⁵
Location:	Warsaw, Poland
Starting date:	Second quarter 2026 (desired)
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL
Closing date for applications	<u>(MIDDAY) 03 December 2025 at 12:00 h⁶, Warsaw local time</u>

[Table of Contents](#)

1.	BACKGROUND	2
2.	THE OPERATIONAL MANAGEMENT DIVISION	3
3.	DUTIES AND RESPONSIBILITIES LINKED TO THE BOTH POSTS	5
4.	ELIGIBILITY CRITERIA	7
	4.1. General/common criteria	7
	4.2. External applicants	8
	4.3 Internal applicants	9
	4.4 Inter-agency applicants	9
5.	SELECTION CRITERIA	9
6.	EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION	10
7.	SELECTION PROCEDURE	10
8.	APPOINTMENT AND CONDITIONS OF EMPLOYMENT	11
9.	PROTECTION OF PERSONAL DATA	13
10.	REVIEW AND COMPLAINT PROCEDURE	14
11.	APPLICATION PROCEDURE	14

¹ The established reserve list from this procedure can only be used for the same or similar post for which the same justification in the interest of service (i.e. deviating from the eligibility requirement of university degree for the external applicants) applies.

² Type of post: Administrator.

³ 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.

⁴ Ibid 3

⁵ 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.

⁶ Date of publication: 04 November 2025.

While Frontex selects its new staff based on their merits and without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation, Frontex is a very inclusive workplace that strives to improve the gender and geographical balance⁷ among its staff to the widest possible extent, as well striving to foster diversity, amongst others, in terms of race, ethnic or social origin, genetic features, language, disability, age, etc. Therefore, female candidates as well as candidates with any diverse background that are fulfilling the selection criteria are strongly encouraged to apply. Frontex is looking for talented women and men to establish a reserve list of experienced professionals with high level of personal integrity, responsibility, confidentiality, adhering to EU values, the principles of equal opportunities and equal treatment as well as fundamental rights.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁸. 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.

⁷ Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Cypriot, Czech, Danish, Dutch, Finnish, French, German, Hungarian, Irish, Italian, Luxembourgish, Maltese, Norwegian, Slovak, Slovenian, Swedish, Swiss.

⁸ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p. 1).

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>.

2. THE OPERATIONAL MANAGEMENT DIVISION

OPERATIONAL MANAGEMENT DIVISION

Mission

The mission of the Operations Management Division (OMD) is overseeing and managing Frontex operations, monitoring and assessing the near-real-time situation at EU's external borders and in designated pre-frontier areas. It is also ensuring development of Frontex Chain of Command (FC2), guaranteeing Agency's preparedness and activates the crisis management mechanism when circumstances indicate that extraordinary operational response, including rapid border intervention, should be put in place.

Organization

The Division is led by the Director of Operations Management Division who reports to the Deputy Executive Director for Operations.

The Operations Management Division (OMD) is composed of the following entities:

- a. Contingent Management Unit (CMU);
- b. Frontex Operations Centre (OPC);
- c. Situational Assessment and Crisis Management Unit (SCU).

Main tasks

- a) Ensuring correct implementation of Operational Plans at Member States' external borders and on the territory of Third Countries in compliance with the applicable legal framework and the principles of fundamental rights, while seeking to improve border management efficiency and excellence at the EU's external borders and beyond;
- b) Monitoring security situation and developments in operational areas to activate crisis response mechanisms when necessary.
- c) In performing its tasks and responding to the need for effective oversight, ensuring daily operational supervision of Frontex Contingents, including outstanding situations, and providing guidance on application of operational policies and standard operating procedures to ensure standardisation of operational activities;
- d) Managing the Frontex Operations Centre (OPC), offering an integrated coordination platform for the implementation of all operational activities performed by Frontex;
- e) Providing and ensuring an up-to-date 24/7 situation and operations monitoring and early warning mechanism by issuing ad-hoc reports, early alerts on developments affecting EIBM;
- f) Contributing to Agency's crisis management-related plans and procedures that outline actions to be taken in operational crisis situations, as well as conducting regular awareness sessions and exercises to ensure staff preparedness and familiarity with crisis response protocols;
- g) Supervising Serious Incident Reporting (SIR) and Use of Force (UFR) reporting procedures;
- h) 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.

Operational Management Division is tasked with the following horizontal responsibilities:

- a) Jointly defining of intelligence-driven operational priorities in close cooperation with other Frontex entities;
- b) Operating an Agency-wide EUROSUR service desk function and the management of Joint Service Management Desk, together with the EIBM Intelligence Division. The service, jointly staffed by Operations Directorate and INTEL, is established within the Frontex Operations Centre (OPC);

- c) Contributing to the recommendations for the Operational Planning Division for preparing Operational Plans and outlining other future activities;
- d) Offering a 24/7 centralized infrastructure to other entities, for the coordination of operational activities.

Frontex Operations Centre (OPC)

Frontex Operations Centre (OPC) is led by the Head of Unit who reports directly to the Director of the Division and is supported by a Deputy Head of Unit.

Frontex Operations Centre is composed of the following entities:

- a. Monitoring and Surveillance Hub Sector (HUB);
- b. Service Management Sector (SMS)

Monitoring and Surveillance Hub Sector (HUB) is led by a Head of Sector who reports directly to the Head of Frontex Operations Centre. The main tasks and responsibilities of the Monitoring and Surveillance Hub Sector are as follows:

- a) Close to real time monitoring and reporting outstanding events within Joint Operations and pre-frontier areas on a 24/7 basis that might have an impact on the EU external borders or where a timely reaction is needed;
- b) Providing early alerts to Frontex Contingents, the Member States, Third Countries, EU Agencies, bodies and institutions to enhance their response capability;
- c) Maintaining an overview of ongoing activities;
- d) Executing the Serious Incident Reporting (SIR) and Use of Force (UFR) Reporting procedures;
- e) Ensuring 24/7 watch-keeping function, including security-related incidents, on Frontex activities in accordance with duty of care;
- f) Supporting urgent communication with external and internal stakeholders outside regular working hours;
- g) Executing EUROSUR Fusion Services, including Frontex Aerial Surveillance, within Joint Operations and in the pre-frontier area;
- h) Acting as the main 24/7 communication and reporting hub for Frontex Contingents and within the National Coordination Centres (NCC) network;
- i) Validating operational, including JORA incidents and technical equipment reports;
- j) Supporting host countries in Joint Operations or other operational activities with reporting through unclassified and classified networks;
- k) Implementing specific information collection requirements at centralised level requested by internal and/or external stakeholders.

Service Management Sector (SMS) is led by the Head of Sector who reports directly to the Head of Frontex Operations Centre. The main tasks and responsibilities of the Service Management Sector are as follows:

- a) Developing procedures and information flow architecture for effective 24/7 operational monitoring and watch-keeping functions regarding Joint Operations and other operational activities;
- b) Managing stakeholders' relations to enhance cooperation and operational information exchange with the National Coordination Centres (NCC) and other relevant partners;
- c) Ensuring operational governance to effectively operate Frontex Aerial Surveillance within Joint Operations and in pre-frontier areas;
- d) Managing and coordinating Frontex Surveillance Aircraft (FSA);
- e) Managing Aerial Assets (Fleet Management) deployed in Joint operations and in pre-frontier areas;
- f) Overall supervising of Aerial Assets deployed in Joint Operations and in pre-frontier areas by monitoring their performance, analysing Member States requests and needs and providing suggestions to improve cost-efficiency of deployed assets;
- g) Coordinating joint services and managing business information to support 24/7 operational functions and maintain overview of ongoing activities;
- h) Developing functionalities, establishing procedures and building reporting architecture to support Agency's 24/7 monitoring and complying with duty of care mechanisms;
- i) Defining development requirements for Frontex Operations Centre's operational needs;

- j) Developing and implementing operational procedures and instructions related to 24/7 operational implementation of EFS in context of operational activities and in the pre-frontier areas;
- k) Cooperating with Fusion Unit (DINTEL) in the management and development of EUROSUR Fusion Services operated by OPC.

Situational Assessment and Crisis Management Unit

Situational Assessment and Crisis Management Unit (SCU) is led by the Head of Unit who reports directly to the Director of the Division.

Situational Assessment and Crisis Management Unit is composed of the following Sectors:

- a. Situational Assessment Sector (SAS);
- b. Crisis Management Sector (CRM).

The main tasks and responsibilities of the Situational Assessment and Crisis Management Unit are as follows:

- a) Monitoring implementation of Frontex intelligence activities, in particular collection of field intelligence, in cooperation with EIBM Intelligence Division;
- b) Providing actionable situational awareness and recommendations to the Contingent Management Unit, Frontex Contingents, and other Agency entities on any developments of interest, including in Third Countries, that may have an impact on ongoing operational activities in the upcoming N+2 weeks, including early warning on potential disruptions to border management;
- c) Coordinating establishment of priorities among Frontex operational activities to ensure a proactive and coordinated response to emerging challenges;
- d) Coordinating and defining information collection needs for operational activities in cooperation with other Frontex entities and host countries;
- e) Creating information collection process during Frontex operational activities by defining and guiding information exchange between Frontex Field Contingents and HQ;
- f) Coordinating and delivering crisis management activities for the Agency and with external partners during preparedness, activation, response and lessons learnt phases;
- g) Monitoring global, potential situations for the Agency in terms of executing its tasks and providing assessments by utilising all available sources to enhance operational response;
- h) Developing and maintaining crisis management infrastructure for the Agency and integrating it with external processes to create a cohesive crisis management ecosystem.

Crisis Management Sector (CRM) is led by the Head of Sector who reports directly to the Head of Situational Assessment and Crisis Management Unit.

The main tasks and responsibilities of the Crisis Management Sector are as follows:

- a) Performing situational assessment to detect phenomena that could evolve into critical situations for the Agency and raising awareness to enhance reaction capacities of Frontex;
- b) Designing, organising, and delivering trainings and awareness sessions to ensure institutional readiness and resilience of staff;
- c) Managing framework contracts and projects in the domain of crisis management;
- d) Supervising crisis management processes, for all crisis management phases (preparedness, activation, response, and lessons learned) at the Agency's level, as well as identifying gaps and shortcomings in Agency's crisis management framework;
- e) Contributing to development of crisis management related procedures in cooperation with other Frontex entities;
- f) Creating, preparing and maintaining physical crisis management infrastructure;
- g) Supporting coordination of crisis response activities during crisis;
- h) Cooperating with external crisis management entities and providing assistance to external stakeholders, when requested;
- i) Facilitating harmonization and alignment of crisis management processes with other cross divisional processes;
- j) During execution of its tasks, the Crisis Management Sector maintains constant collaboration with other relevant entities of the Agency to ensure timely activation of the crisis management mechanism.

3. DUTIES AND RESPONSIBILITIES LINKED TO POSTS

Specific duties and responsibilities linked to the relevant posts:

Situational Assessment and Crisis Management Unit

❖ Senior Crisis Management Officer - Team Leader (1 post)

The role of the Senior Crisis Management Officer - Team Leader is to ensure an effective development and implementation of Frontex crisis management processes, in context of strengthening the Agency's resilience and response capacities. The position requires proven managerial experience in leading teams of international experts, preferably in the domain of border management or international capacity building including the following expertise and specific leading roles in:

a. Operational domain

- Acting as Crisis Management Officer;
- Developing strategies and plans in the area of Crisis Management;
- Designing, developing and implementing plans to implement the Agency into the EU Crisis Management ecosystem;
- Preparing and conducting crisis management exercises on international level.

b. HQ working environment

- Initiating development and updating of Frontex crisis strategy, policy and plan;
- Project management oversight by defining the new projects in line with agreed objectives, and coordinating its implementation;
- Project implementation, by defining scope, allocation of resources, and effective guidance;
- Effective delivery of crisis management related services to internal and external stakeholders;
- Coordination of timely support to the Agency's strategic and operational crisis management levels;
- Coordination of the crisis management team;
- Liaise with stakeholders and built relations with partners in the domain of crisis management;
- Oversight and integration of crisis management related processes;
- Performing other tasks and responsibilities assigned by the Head of Unit.

Frontex Operations Centre

❖ Senior Monitoring and Surveillance Hub Officer and (2 posts)

❖ Senior Service Management Officer (1 post)

The Senior Monitoring and Surveillance Hub Officer and Senior Service Management Officer in Frontex Operations Centre (OPC) coordinate complex operations related to aeronautical, maritime and land domain ensuring that all activities are conducted in accordance with the highest standards of law enforcement and search and rescue best practices. The position requires a proven degree of managerial experience in the domain of border management or broadly in the area of law enforcement/coast guard, including the following expertise and specific leading roles in:

a. Operational domain:

- Supporting establishing, conducting and developing multiple border surveillance services, such as maritime and aerial surveillance or open-source intelligence or imagery intelligence;
- Coordinating interoperability of the services at the operational level and effective collaboration within the HQ environment;
- Coordinating complex operations involving maritime and/or aerial assets for the purpose of surveillance and search and rescue operations;
- Handling critical and high-intensity operations, such as law enforcement field activities, search and rescue or similar operations.

b. HQ working environment:

- Implementing new projects/teams/organisations;
- Managing of the services, including stakeholders' management;

- Dealing with budget implementation and procurement processes;
- Developing expertise within the team to ensure highest level of professionalism and quality assurance mechanisms;
- Setting operating procedures, plans and evaluation processes.

c. Specific 24/7 working environment:

- ❖ Senior Monitoring and Surveillance Hub Officer (2 posts):
 - Leading the tactical delivery of situation monitoring and information exchange with respect to Frontex Operations Centre activities with internal and external stakeholders;
 - Ensuring the accuracy and reliability of data and information included in reports provided to internal and external stakeholders;
 - Leading and mentoring the team of surveillance, monitoring, and operation officers;
 - Acting as key player in responding to crises and emergencies;
 - Maintaining awareness of best practices and emerging trends in surveillance monitoring.
- ❖ Senior Service Management Officer (1 post):
 - Leading the development, implementation, and oversight of aerial surveillance ensuring effective coordination and communication with internal and external stakeholders, and in strict adherence to flight safety and aviation protocols;
 - Ensuring the accuracy and reliability of data and information included in reports provided to internal and external stakeholders;
 - Coordinating with national and international agencies, bodies, and institutions to enhance aerial surveillance efforts;
 - Leading and mentoring the team of aerial surveillance experts;
 - Ensuring compliance with technical-operational standards and flight safety aviation protocols;
 - Acting as key player in responding to crises and emergencies;
 - Developing policies and procedures relevant to aerial surveillance and information exchange.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁹

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 duties¹⁰.
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).

⁹ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

¹⁰ 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.

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 years¹¹ 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 years¹².

or

Possess professional training¹³ (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement, coast guard functions, military operations and civil protection and demonstrating the full accomplishment and completion of at least one of the following specialized trainings:

Required for the profile in the Situational Assessment and Crisis Management Unit: Decision making process at tactical and/or operational level, Open Source Intelligence (OSINT), Satellite Imagery Intelligence (IMINT), crisis management training, emergency management training, project management.

Required for the profile(s) in the Frontex Operations Centre: Decision making process at tactical and/or operational level, Open Source Intelligence (OSINT), Satellite Imagery Intelligence (IMINT), search and rescue mission coordinator, aircraft coordinator, crisis management, leadership, security police theory of action, border management, criminal law, cross-border crime, smuggling of goods, trafficking of human beings, airport security, project management, criminology, intelligence/strategic/operational analysis, Common Integrated Risk Analysis Model (CIRAM), SAS Analytics Software.

Additionally, the candidates should demonstrate **minimum level of relevant professional experience** as indicated below:

Duration of professional training in a relevant area:	Additional professional experience after completion of the training:
More than 6 months and up to 1 year	4 years
More than 1 year and up to 2 years	3 years
More than 2 years and up to 3 years	2 years
More than 3 years	1 year

The above equivalence table means that if you have not completed university studies you may be eligible if you have professional, specialized trainings, and the additional professional experience as indicated accordingly. 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.

Required professional experience

2. Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience acquired after the diploma was awarded and/or (at the same time) after the condition(s) described in the criterion above are fulfilled¹⁴.

¹¹ Diploma [recognized by any EU Member State](#) to be at EQF level 6 or higher; 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.

¹² 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.

¹³ Secondary education (EQF level 3) must be obtained before the professional training.

¹⁴ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies or professional training 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 CEOS¹⁵ 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 moving¹⁶.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹⁷.

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 9 years of relevant experience in dealing with duties related to the tasks assigned, out of which at least 5 years of work experience in leading a team in a relevant field, preferably in border guard, coast guard, military or law enforcement organisation.
2. At least 1-year professional experience in developing operational processes, introducing innovation and managing conflicting priorities in a fast-paced policy environment.
3. Knowledge and professional experience in development and implementation of strategies, rules, policies and guidelines relevant to the tasks assigned.
4. Proven experience in operations involving maritime and/or aerial assets for the purpose of surveillance and/or search and rescue operations and/or border management
And/or
Experience in critical and high-intensity operations, such as law enforcement field activities, search and rescue or similar operations.
5. General knowledge on budgetary procedures and experience in financial management related to operational activities and projects.

¹⁵ 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.

¹⁶ 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.

¹⁷ 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.

6. **Criterion specific for the post(s) in Frontex Operations Centre:** Professional training (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings (Search and Rescue training) and/or in a military operational environment and possession of at least one of the following specialized trainings: Decision making process at tactical and/or operational level, Open Source Intelligence (OSINT), Satellite Imagery Intelligence (IMINT), search and rescue mission coordinator, aircraft coordinator, crisis management, leadership, security police theory of action, border management, criminal law, cross-border crime, smuggling of goods, trafficking of human beings, airport security, project management, criminology, intelligence/strategic/operational analysis or similar.
7. **Criterion specific for post in Situational Assessment and Crisis Management Unit:** Professional training or working experience (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings (Search and Rescue training) and /or in a military operational environment and possession of at least one of the following specialized trainings: Decision making process at tactical and/or operational level, Open Source Intelligence (OSINT), Satellite Imagery Intelligence (IMINT), crisis management training, emergency management training, project management.
8. Experience in working within a multi-cultural environment preferably in an international environment.

Besides, the following attributes would be considered advantageous:

9. **Criterion specific for the post in Frontex Operations Centre:** Experience in working in a Situation/Operation Centre on national or international level.
10. **Criterion specific for post in the Situational Assessment and Crisis Management Unit:** Experience working in an entity providing situational monitoring and crisis management services on national or international level. Developing and supervising crisis management exercises.

Advantageous criteria common for all profiles

11. Sound knowledge of EU legislation related to Frontex, border and coast guard activities, interagency cooperation, as well as of the functioning of EU institutions and bodies in the field of work.
12. General knowledge on the services provided by Frontex for operational purposes.

Personal qualities and competences:

Personal criteria common for all profiles

13. Capacity to organise and manage work, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload, time pressure and tight deadlines.
14. Strong sense of initiative and responsibility as well as commitment to customer service.
15. Excellent networking, interpersonal, presentation and communication skills in English (at minimum B2 level) and ability to communicate clearly and precisely to different audiences both orally and in writing.

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 similar¹⁸ 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 appointed¹⁹ 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 duties²⁰.

The appointed external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD8**²¹. 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:

¹⁸ The established reserve list from this procedure can only be used for the same or similar post for which the same justification in the interest of service (i.e. deviating from the eligibility requirement of university degree for the external applicants) applies.

¹⁹ Engagement of an inter-agency applicant in a grade higher than AD9 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

²⁰ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of CEOS.

²¹ For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

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”) 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 School](#)²² 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 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 policies²³; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information²⁴.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities²⁵ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²⁶ 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

²² More details on the European Schools system available here: [About the Accredited European Schools](#) (eursc.eu).

²³ E.g. the school may require the pupil concerned to set language competency exams, etc.

²⁴ You may find contact details by accessing: [International European School*Warsaw](#)

²⁵ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²⁶ Polish citizens and permanent residence holders are excluded.

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.

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁷, in the Management Board Decision No 14/2019²⁸ and in the Decision of the Executive Director No R-ED-2024-106²⁹.

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

²⁷ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

²⁸ 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.

²⁹ 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.

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 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/](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-2025-00053'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2025-00053>
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.