

VACANCY NOTICE - CONTRACT STAFF (FGIII)

Reference number: RCT-2020-00054

Assistant to the Cabinet of the Executive Management

Position (business title):	Assistant to the Cabinet of the Executive Management <i>(a reserve list to be created for 1 position to be filled)</i>
Sector/Unit/Division:	Cabinet of the Executive Management
Function group / Grade:	Contract Staff, FGIII, grades 8, 9 and 10 (based on the length of professional experience)
Location:	Warsaw, Poland
Starting date:	September 2020 (desired)
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL
Closing date for applications	<u>(MIDDAY) 03 August 2020 at 12:00 h¹, Warsaw local time</u>

BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation². 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 2000 to meet its expanding tasks.

The Agency's key tasks include:

- Operational and technical assistance to the EU member states at their external borders by coordinating joint border control operations including deployment of vessels, aircraft and other equipment and border 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);

¹ Date of publication: 03 July 2020.

² Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

- Assist non-EU countries in the context of technical and operational cooperation on border management including return of non-EU nationals, in the framework of the EU external relations policy.

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

CABINET OF THE EXECUTIVE MANAGEMENT

Under the supervision of the Head of Cabinet (HoCAB), supported by the deputy Head of Cabinet (DHoCAB), the Cabinet of the Executive Management (CAB) acts as an interface between the Executive Management and the Directors of Division, as well as other internal and external actors. The Cabinet shall ensure in particular that decision-making procedures are properly implemented and that effect is given to the deputising rules. It ensures the necessary coordination between Divisions during the preparatory stages, as well as compliance with the rules for the submission of documents. As a principle, all documents submitted to Executive Management shall be routed via the Cabinet which allows the performance of the Cabinet's role as regards overall and horizontal advisory function.

The Cabinet ensures a coordination function for the day-to-day performance of Executive Management tasks. It provides consistency in the exchanges between Executive Management and Frontex external stakeholders. As the guardian of the Executive Management calendar, the CAB ensures that strategic priorities are reflected in the planning and preparation of missions, internal and external meetings and events or discussions with Executive Management.

The Cabinet exercises an advisory function on most prominent strategic areas based on the contributions of Cabinet advisors with dedicated portfolios such as transformation of the Agency, interoperability and legislative works, law enforcement cooperation, coast guard cooperation, capacity and operational development, international and interinstitutional cooperation or relations with the Host Member State. In performing their tasks, the Cabinet advisors behave as the Cabinet "business partners" of Directors of Divisions.

DUTIES AND RESPONSIBILITIES LINKED TO THE POSITION

The Assistant to the Cabinet of the Executive Management will be responsible for supporting the performance of the executive and technical tasks within the scope of the Cabinet's areas of activity, in particular:

- Ensuring day-to-day management of agenda of Executive Director and Deputy Executive Director(s), organising appointments and meetings, and preparing missions under the coordination of Head of Cabinet (HoCAB) and Deputy HoCAB;
- Facilitating efficient workflow of documents submitted to Executive Management, liaising with Frontex internal entities to ensure its timely processing;
- Acting as an interface between Executive Management and internal/external stakeholders including European Institutions and national authorities;
- Providing assistance in organising VIP events, high level visits and conferences coordinated by the Cabinet;
- Assisting the Cabinet management and advisors with research and compilation of documentation dedicated to specific topics/meetings;
- Providing assistance to the Executive Management and the Cabinet in administrative issues and any other ad-hoc tasks in the area of competence based on business needs;
- Drafting documents, such as reports, notes, letters, presentations and minutes of meetings, including their linguistic review;
- Researching data from a variety of sources and compiling consistent documents on this basis;
- Assisting in the administrative, financial and operational related work issues including financial initiation and financial support;
- Maintaining the relevant files up-to-date and ensuring their proper archiving;
- Following up on the implementation of respective rules and guidelines;
- Responding to queries and requests for information and documentation whilst exercising tact, discretion and confidentiality.

QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

To be eligible, an applicant shall:

- a) Possess a level of **post-secondary education** attested by a diploma;
or

Possess a level of **secondary education** attested by a diploma giving access to post-secondary education, and appropriate **professional experience of at least three years**;

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States shall be taken into consideration.

Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required above in the second bullet point (secondary education mentioned). Only duly documented professional activity is taken into account.

Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years.

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

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

- b) Produce evidence of a thorough knowledge of one of the languages of the EU and of a satisfactory knowledge of another language of the EU to the extent necessary for the performance of his/her duties;
- c) Be a national of one of the Member States of the EU or the Schengen Associated Countries and enjoys the full rights as a citizen;
- d) Produce the appropriate character references as to his/her suitability for the performance of their duties;
- e) Fulfil any obligations imposed on him/her by the laws of his/her home country concerning military service;
- f) Be physically fit to perform their duties³.
- g) For reasons related to the Frontex working requirements, be available at short notice for the job.

4.2. Selection criteria

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

4.2.1. Professional competences

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

1. Sound knowledge and proven professional experience in the areas mentioned in the job duties;
2. Experience in office management, administrative/secretarial and support activities;
3. Experience in providing assistance to executive /senior managers and in a team management activities;

³ Before the appointment, the successful candidate shall be medically examined by a selected medical service in order that Frontex may be satisfied that he/she fulfils the requirement of Article 83 of the Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p. 15).

4. Knowledge of EU and/or international institutional and policy environment in the area of justice and home affairs, particularly in relation Frontex areas of activity;
5. Capacity to maintain effective document and record management;
6. Excellent command of English, both written and spoken as well as excellent drafting skills;
7. Excellent researching and information management skills;
8. IT proficiency in MS applications - Word, Outlook, Excel and Power Point.

Besides, the following attributes would be considered advantageous:

9. Experience in working in an international environment;
10. Familiarity with the public administration environment (including administrative and/or financial procedures) in an EU institution or international organisation.

4.2.2. Personal qualities and competences

11. Good organizational and co-ordination skills; ability to plan work assignments and monitor their implementation and to work effectively and cooperatively in a multicultural environment;
12. Ability to work independently, strong sense of initiative and responsibility;
13. Ability to work under pressure and respond to changes in a rapidly evolving work environment with tight deadlines;
14. Ability to respect the confidentiality of work issues and to quickly grasp sensitive issues and communicate/inform line managers accordingly;
15. Supportive and helpful personality, with co-operative and service oriented attitude;
16. Ability to understand and operate in the sensitive environment applying the rules of confidentiality;
17. Excellent communication and interpersonal skills and ability to cooperate smoothly in the multicultural environment.

INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant(s) will be required to make a declaration of commitment to act independently in Frontex' interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

EQUAL OPPORTUNITIES

Frontex applies an equal opportunities policy and accepts applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria;
- All the eligible applications are evaluated by an appointed Selection Committee based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and 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;
- The 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;
- The test and interview will be conducted in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their relevancy for the position in question. Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure;
- Applicants invited to the test and interview will be requested to present, on the day of the interview or test, originals of their diploma(s) and evidence of their professional experience clearly indicating the starting, finishing dates and scope of work and workload;

- As a result of the interview and test, the Selection Committee will recommend the most suitable applicant(s) for the position in question to the Executive Director of Frontex. An additional interview with another relevant manager may be arranged before the Executive Director takes the final decision. Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant positions depending on the needs of Frontex. This reserve list will be valid for 2 years (the validity period may be extended). Each interviewed applicant will be notified in writing whether he/she has been placed on the reserve list. Applicants should note that the placement on the reserve list does not guarantee an employment offer.

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

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

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

The successful applicant will be recruited as contract staff pursuant to article 3(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS)⁴. The contract staff position in question is placed in function group III.

The staff member's remuneration consists of a basic salary and allowances. The staff member may be entitled to various allowances, in particular to an expatriation (16 % of basic gross salary) or to a foreign residence allowance (4 % of basic gross salary) - depending on particular situation, and to family allowances (depending on personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance.

The final net calculation (amount payable) is as follows:

Function group and grade	FGIII, grade 8	FGIII, grade 9	FGIII, grade 10
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	1 786 EUR 7 604 PLN	2 020 EUR 8 600 PLN	2 193 EUR 9 335 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 73.6 correction coefficient applicable for Poland):			
Household allowances (net)	182 EUR 773 PLN	187 EUR 795 PLN	193 EUR 821 PLN
Expatriation allowances (depending on family situation) (net)	418 - 502 EUR 1 778 - 2 135 PLN	418 - 545 EUR 1 778 - 2 321 PLN	418 - 594 EUR 1 778 - 2 531 PLN
Dependent child allowances for each child (net)	308 EUR 1 311 PLN	308 EUR 1 311 PLN	308 EUR 1 311 PLN
Preschool allowance (net)	75 EUR 320 PLN	75 EUR 320 PLN	75 EUR 320 PLN
Education allowance (net) up to	418 EUR 1 778 PLN	418 EUR 1 778 PLN	418 EUR 1 778 PLN

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations or in any implementing regulations is weighted by the correction coefficient for Poland (currently 73.6). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.2567 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.

⁴ OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p. 15,
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %. The headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities will provide the following main benefits to Frontex expatriate staff:

- (a) reimbursement of tuition cost of each dependent child (as from the age of 2.5 years) attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per school year;
- (b) reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- (c) reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

Additionally, this agreement foresees that (an accredited) European School will be set-up in Warsaw in the future to allow dependent children of all Frontex staff (including Polish nationals) to attend a (tuition-free) European-type multilingual education.

Staff is entitled to annual leave of two working days per each complete calendar month of service. On top of that, staff is entitled to a number of additional days of leave depending on the grade, age and distance from the place of origin. In addition, there are on average 18 public holidays per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

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

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

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

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

Frontex requires selected applicants to sensitive posts/positions to undergo a security screening procedure and obtain a positive national opinion or respective personal security clearance. The level of the latter depends on the specific post/position. For this position, the **required level of clearance is specified on the title page of the Vacancy Notice**. Applicants who currently hold a valid security clearance at the abovementioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. They shall provide Frontex with a security clearance certificate specifying the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months, a renewal procedure shall be initiated expeditiously. In case selected applicants do not currently hold a valid and positive security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the applicants' state of citizenship. In case of a failure to obtain the required security clearance certificate or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

PROTECTION OF PERSONAL DATA

Frontex ensures that applicants' personal data are processed in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Please note that Frontex will not return applications to applicants. This is due, in particular, to the confidentiality and security of such data.

The legal basis for the selection procedures of contract staff are defined in the CEOS⁵.

The purpose of processing personal data is to enable to properly carry-out selection procedures.

⁵ In particular the provisions governing conditions of engagement in Title IV, Chapter 3.

The selection procedure is conducted under the responsibility of the Human Resources Sector of the Human Resources and Security Unit, within the Corporate Governance of Frontex (HR Sector). The controller for personal data protection purposes is the Head of the Human Resources and Security Unit.

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

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

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

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

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

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

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

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

APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision he/she can lodge a complaint under Article 90(2) of the Staff Regulations at the following address:

Frontex
Human Resources Sector
Plac Europejski 6
00-844 Warsaw
Poland

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the selection procedure for this position is declared as closed on the Frontex webpage (<http://www.frontex.europa.eu>).

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

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 position. This digital application form is specifically created only for this selection procedure (and shall not be reused for another procedure).

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (*version 2017.009.20044*. You may download a free version here: <https://get.adobe.com/uk/reader/>).
2. **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
3. Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
4. Be saved and named as follows: 'SURNAME_RCT-2020-00054'.

5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**

<https://microsite.frontex.europa.eu/en/recruitments/RCT-2020-00054>

6. In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at jobs@frontex.europa.eu.

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

If at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false or misleading, the applicant in question will be disqualified.

Applicants shortlisted for an interview will be requested to supply documentary evidence in support of the statements made in the application. Do not, however, attach any supporting or supplementary documentation with your application until you have been asked to do so by Frontex.

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

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

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

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

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

Applicants are strongly recommended not to wait until the last day to submit their applications.

Frontex cannot be held responsible for any last-minute malfunction due to an overload of the system or for other technical issues applicants may eventually encounter in the very last moment before the deadline.