

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2020-00056

Head of Field Deployment Unit

Post (business title):	Head of Field Deployment Unit <i>(a reserve list to be created for 1 post to be filled)</i>
Sector/Unit/Division:	Field Deployment Unit/ Operational Response Division
Function group / Grade / Post title:	Temporary staff, AD12, Head of Unit <i>(middle management post)</i> ¹
Grade bracket for internal mobility ² :	AD9 - AD13
Grade for inter-agency mobility ¹ :	AD9 - AD12
Location:	Warsaw, Poland
Starting date:	November 2020 (desired)
Level of Security Clearance:	SECRET UE / EU SECRET
Closing date for applications	<u>(MIDDAY) 15 September 2020 at 12:00 h³, Warsaw local time</u>

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁴. 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;

¹ Type of post: Head of Unit or equivalent.

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

³ Date of publication: 28 July 2020.

⁴ Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

- 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.

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

2. THE OPERATIONAL RESPONSE DIVISION AND THE FIELD DEPLOYMENTS UNIT

The Field Deployments Unit (FDU) together with the Coast Guard and Law Enforcement Unit (CGLE) and the European Centre for Returns (ECRet) is placed under the Operational Response Division (ORD). The ORD Division enables carrying out flexible, robust and multipurpose operational response as well as operationalizing of Coast Guard functions and Law Enforcement approach for effective security at EU external borders. It also supports national authorities of Member States, coordinates activities and delivers operations aimed at the return of irregular migrants to non EU-countries according to common EU standards. It achieves its missions by providing great variety of operational support to partners in Member States and by bolstering up field synergies via cooperation with other EU agencies and various networks, on the basis of the outcome of Situational Awareness and Monitoring Division activities and/or upon the request of Member States.

The Field Deployment Unit provides operational response to risks, threats or vulnerabilities identified by the Situational Awareness and Monitoring Division or raised by Member States at sea, land or air external borders. In the frame of shared responsibility of the European Union and the Member States established by the European Border and Coast Guard regulation, the Agency and more specifically the ORD delivers its support through a wide variety of flexible, robust and multipurpose joint operations and deployments. On average the Agency mobilises permanently around 1500 border guards or coast guards on the ground as well as 20 to 25 vessels, up to 5 aircraft and dozens of patrol cars. The Division is responsible for drafting the Operational plans to be agreed jointly by the Host Member State and the Executive Director of the Agency. The ORD is in charge of planning the European standing corps profiles and technical equipment to be allocated to the operational activities and to manage these resources when deployed in the field. ORD is also responsible for allocating the financial resources to the various activities and generically to plan, conduct and evaluate operational activities carried out by the Agency.

The Field Deployments Unit plans, conducts, monitors and evaluates flexible and robust field deployments, by implementing operational activities at the external borders of MS and on the territory of Third Countries, providing adequate response to concrete threats or vulnerabilities within the frame of European common standards and in compliance with Fundamental Rights.

The Field Deployments Unit is divided into the following Sectors: Operational Planning and Evaluation Sector and Operational Implementation Sector.

The main tasks of the FDU consist of Implementing Frontex strategy in field operations, including:

- the proper functioning of the Frontex Operational Cycle;
- the management of flexible and robust field activities lying on the four-tiers access model (namely, but not limited to joint operations, contingency plans and rapid border intervention) ;
- the integration of operational modules prepared by the Coast Guards and Law Enforcement Unit into field activities;
- the field deployment of the border management teams and migration management support teams from the European Border and Coast Guard Standing Corps and provide the necessary technical equipment for the purposes of joint operations and pilot projects;
- the collection of operational data contributing to Situational Awareness and Monitoring the situation at EU external borders;
- the management of measures to reduce vulnerabilities;
- the preparation of agile contingency plans;
- the operational management of rapid border interventions.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Director of Operational Response Division, the Head of Field Deployment Unit will be responsible for:

- assisting, advising and supporting the Director of Operational Response Division in developing and implementing the Frontex strategy in the respective areas of responsibility;
- under the authority of the Director of Operational Response Division and the tactical command of Member States hosting Frontex deployments, leading and supervising operational activities performed by hundreds of border and coast guard officers members of the European Standing Corps;
- developing operational modules and cooperation structures to be included into Frontex activities;
- assisting the Director of Operational Response Division in cooperating with national and international bodies, in addition to EU institutions/bodies;
- contributing to the development of the Frontex strategy and Work Programme documents;
- leading and supervising the planning and reporting responsibilities of the Unit;
- implementing the Unit's Work Programme, adjusting the activity and capacity levels wherever deemed necessary and ensuring the overall coherence of the work;
- managing the human and financial resources of the Unit, coordinating the respective Sectors and/or Teams, leading, engaging and developing the competencies and skills of the Unit's personnel and assessing individual performance;
- building a new command and control structure for managing staff in operations by coordinating the planning and deployment of the European Standing Corps elements in the field and by ensuring an adequate and efficient use of the resources according to the operational needs;
- identifying the budget required for the Unit's activities according to activity based budgeting principles while ensuring the sound financial management of the Unit and the effective implementation of and reporting on its budget;
- facilitating cooperation and interactions with other Units, especially those with specific tasks in similar areas of activity and whenever chairing internal roundtables under the Unit's main responsibilities;
- contributing actively to change management and the embodiment of the identity of Frontex as the European Border and Coast Guard Agency.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria (for external applicants⁵)

To be eligible, an applicant shall:

- Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years or more** (of full-time education);
or

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

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

Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required above in the criterion a). Only duly documented professional activity is taken into account.

⁵ 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) the eligibility criteria are defined in Article 12(2) of the CEOS.

ANY GIVEN PERIOD OF STUDIES OR PROFESSIONAL EXPERIENCE MAY BE COUNTED ONLY ONCE. In order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period). In case of part-time work the professional experience will be calculated pro-rata in line with the workload stated by the applicant. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in the first two bullet points shall be taken into consideration as professional experience if the official documentation is provided.

- 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);
- 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;
- Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.

4.2. Selection criteria

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

4.2.1. Professional competences

1. At least 9 years of relevant experience in dealing with duties relevant for the post;
2. At least 5 years of work experience at middle managerial level;
3. Proven experience in managing and leading large operational teams, with 2 or more hierarchical layers, deployed in field activities;
4. Proven experience in developing and fostering international cooperation in the area of Field Deployments;
5. Sound knowledge of general law enforcement activity performed at international or Member States national/regional levels gained through experience in implementation of law enforcement related duties and responsibilities in the field of border or coast guard or security or migration.

4.2.2. Besides, the following attributes would be considered advantageous

6. Experience as policy advisor in the respective domains of responsibility covered by the Unit;
7. Good knowledge of EU legislation related to Frontex, border and coast guard activities and of the functioning of EU institutions and bodies;
8. Good knowledge of budgetary and financial management.

4.2.3. Personal qualities and competences

1. Experience in managing multiple tasks and interacting with multiple stakeholders of different national, cultural and professional backgrounds;
2. Excellent change management skills, including a strong sense of initiative, responsibility and commitment, a customer service and support-oriented work ethic;
3. Excellent presentation, interpersonal and communication skills in English (ability to communicate clearly and precisely to different audiences both orally and in writing);
4. Ability to relate with people of different national, cultural and professional backgrounds whilst maintaining impartiality and objectivity;
5. Strong sense of leadership, organisation and accountability.

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

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

5. INDEPENDENCE AND DECLARATION OF INTEREST

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

6. EQUAL OPPORTUNITIES

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

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application is checked in order to verify whether it meets the eligibility criteria;
- All the eligible applications are evaluated by an appointed Selection Committee based on a combination of certain selection criteria defined in the vacancy notice (some criteria will be assessed/scored only for shortlisted applicants during interviews and/or tests). Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure;
- Best-qualified applicants who obtain the highest number of points within the application evaluation and who are matching 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;
- Managerial competencies may be assessed in a form of Assessment Centre to be run by an independent external body. The Selection Committee will be provided with the evaluation report which may serve as complementary input for final decision making process;
- The test and interview will be conducted in English;
- During the interviews and tests, the Selection Committee will examine the profiles of shortlisted applicants and assess their relevancy for the post in question. Certain selection criteria may be assessed/scored jointly and some criteria may be assessed/scored in two or more steps of the selection procedure;

- Applicants invited to the 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 post in question to the Executive Director of Frontex. An additional interview with the Executive Director and/or another relevant manager may be arranged before the Executive Director takes the final decision. Suitable applicants will be proposed for a reserve list, which may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will be valid for 2 years (the validity period may be extended). Each interviewed applicant will be notified in 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.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed by the Executive Director 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 the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- Be physically fit to perform the duties⁶.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD12**⁷.

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

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

Function group, grade and step	AD12 Step 1	AD12 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	5 785 EUR 24 626 PLN	5 963 EUR 25 382 PLN
b. Managerial allowance	178 EUR 758 PLN	185 EUR 787 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):		
b. Household allowance	312 EUR 1 326 PLN	319 EUR 1 357 PLN
c. Household allowance, when managerial allowance is granted	319 EUR 1 357 PLN	326 EUR 1 388 PLN
d. Expatriation allowance	1 365 - 1 563 EUR 5 810 - 6 651 PLN	1 422 - 1 621 EUR 6 054 - 6 900 PLN
e. Expatriation allowance, when managerial allowance is granted	1 422 - 1 621 EUR 6 054 - 6 900 PLN	1 482 - 1 682 EUR 6 309 - 7 160 PLN
f. Household allowance	423 EUR 1 802 PLN	443 EUR 1 886 PLN

⁶ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

⁷ Specific conditions about grading are defined on the title page of the Vacancy Notice. For existing EU temporary staff 2(f) the classification in grade and step should be established in line with Article 55 of the CEOS.

g. Household allowance, when managerial allowance is granted	433 EUR 1 043 PLN	443 EUR 1 084 PLN
h. Expatriation allowance	1 854 - 2 12 3EUR 7 894 - 9 037 PLN	1 932 - 2 202 EUR 8 226 - 9 375 PLN
i. Expatriation allowance, when managerial allowance is granted	1 932 - 2 202 EUR 8 226 - 9 375 PLN	2 014 - 2 285 EUR 8 571 - 9 728 PLN
j. Dependent child allowances for each child	308 EUR 1 311 PLN	308 EUR 1 311 PLN
k. Preschool allowance	75 EUR 320 PLN	75 EUR 320 PLN
l. Education allowance for each child up to	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.

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 may provide the following main benefits to Frontex expatriate staff⁸:

- (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 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, 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 candidates to undergo a vetting procedure executed by the National Security Authority of the candidates' 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 Selection Notice**. Candidates 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

⁸ Staff of non-Polish nationality and non-permanent residents.

respective National Security Authority. The National Security Authority of the candidate shall provide Frontex, with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the candidates' 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 Article 5(1)(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

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

The legal basis for the selection procedures of temporary staff are defined in the CEOS⁹.

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

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

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

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

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

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

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

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

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

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

10. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision related to the selection procedure, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union, laid down by

⁹ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

Council Regulation (EEC, Euratom, ECSC No 259/68)¹⁰, mentioning the reference number of the selection procedure, 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 applicant is notified of the act adversely affecting him/her.

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.

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:

- 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/>).
- 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.
- 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.
- Be saved and named as follows: 'SURNAME_RCT-2020-00056'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2020-00056>
- 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.

¹⁰ 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.

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.