



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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Viešojo valdymo agentūrai
LR užsienio reikalų ministerijai
LR vidaus reikalų ministerijai
LR krašto apsaugos ministerijai

2026-07-

Nr. (76.2.5E) S76-

DĖL NAUJŲ DARBO SKELBIMŲ PERSIUNTIMO

Persiunčiame Europos sienų ir pakrančių apsaugos agentūros Frontex raštą, kuriuo informuojama apie naujus darbo skelbimus įvairioms pareigybėms.

PRIDEDAMA: 79 lapai.

Ambasadorius,
Lietuvos nuolatinis atstovas Europos Sąjungoje

Nerijus Aleksiejūnas

SNE.FORM 1a**EMPLOYER AUTHORIZATION
FOR SECONDED NATIONAL EXPERT CANDIDATE**

Name of the Employer _____

Address _____

Telephone number _____ e-mail address: _____

Fax: _____

Contact person details:

Name and surname of contact person _____ Position: _____

Telephone number: _____ e-mail address: _____

Fax: _____

I, the undersigned, approve that Ms./Mr. _____

employed as (position) _____ is allowed to take part in the Secoded National Experts selection process of Frontex. I hereby declare that I'm fully aware that in case of positive selection the Employer will be obliged to fulfil all the provisions in accordance with the Decision of the Frontex Management Board of 30 March 2017 laying down rules on the secondment of Nationals Experts to Frontex.

Duly authorized by:

Name and surname: _____

Position: _____

This application form is specifically created specifically for this selection procedure. It shall be:

1. **Downloaded and opened in a PDF reader in a MS Windows equipped computer** – the recommended version is the Adobe Acrobat Reader DC (version 2022.001.20169. You may download this free version here: <https://get.adobe.com/uk/reader/>). Opening the file and working only in a browser or in MacOS is not supported and such an application might be refused by the automated processing system.
2. 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 a submission.
3. **Filled in electronically** in English language. **Avoid using specific characters** of a national (non-English) alphabet.
4. **Fields, where you may enter your input, are highlighted in light blue colour**. Fields marked with an asterisk (*) indicate a required input.
5. When entering dates, **the only accepted format is DD/MM/YYYY** (if you use different format, e.g. DD-MM-YYYY or DD.MM.YYYY, the automatic calculation fields may not display the calculations correctly).
6. You should be concise – **the space for your input is limited by the size of the text boxes**.
7. In case you have technical issues with filling/saving this form, you may write to us at jobs@frontex.europa.eu.

For your personal data protection information please refer to: <https://frontex.europa.eu/careers/how-to-apply/data-protection/>

FRONTEx APPLICATION FORM - RCT-2026-00023

MY PERSONAL DATA

1. First (given) name*		2. Surname (family name)*	
3. Gender*		4. Date of birth*	
5. Address (street / number / post office code / city / country)*			
	6. Telephone number (including int'l prefix)*		
7. E-mail address (to be used for communication)*			

Make sure that this e-mail address is correctly entered and frequently monitored by you as it will be used by Frontex to communicate with you regarding your application.

THE POST / POSITION I AM APPLYING FOR IN FRONTEX

8. Position / Business title	Contract type	Function group and grade	Please mark your choice(s)* - please choose only one option
Head of Sector Return Facilities (AD8)	Temporary Staff	I am interested in being included in a reserve list in function group AD and in grade 8 (as an externally recruited candidate)	
		<i>I am already an EU temporary staff 2(f) interested in an inter-agency mobility transferring my current: contract, function group and grade</i>	
		<i>I am already a Frontex temporary staff 2(f) and I am interested in being reassigned to this vacant post through internal mobility keeping my current contract, function group and grade</i>	
Only for current EU temporary staff 2(f) interested in internal or inter-agency mobility as provided for in Article 55 of the CEOS - please check the Vacancy Notice for your eligibility. My current grade is			
My current employer is:			

INFORMATION AND DECLARATIONS ON MEETING THE ELIGIBILITY CRITERIA (CHECKLIST)

9.	Currently, I possess a citizenship of the following one of the Member States of the European Union or one of the Schengen Associated Countries (primary citizenship)	
10.	Currently, I possess a second citizenship of the following country	
11.	Currently, I am enjoying full rights as a citizen of the following one of the Member States of the European Union or one of the Schengen Associated Countries	
12.	In regards to the compulsory military service I have fulfilled all the obligations imposed by the laws of the following one of the Member States of the European Union or one of the Schengen Associated Countries	
13.	I possess a thorough knowledge of the following language of the EU (my main EU language)	
14.	I possess a satisfactory knowledge of another language of EU to the extent necessary for the performance of duties	
15.	By submitting this application form, I declare that I meet all eligibility criteria as per Section 1 of the Vacancy Notice. I acknowledge that the accuracy of my declaration on meeting the eligibility criteria may be verified at any stage of the recruitment process. I understand that failing to meet the eligibility criteria will lead to my exclusion from the recruitment process.	

INFORMATION ALLOWING FRONTEX TO ASSESS CANDIDATE'S AWARENESS ABOUT PROTECTION OF FUNDAMENTAL RIGHTS

A.	I am aware of main principles of the Charter of Fundamental Rights of the European Union, the European Convention on Human Rights.	
B.	I am aware that Frontex strives for respect and protection of fundamental rights in all its activities.	
C.	I am personally aligned with the principles of protection of fundamental rights.	
D.	In case I am selected to work in Frontex, I am prepared to respect and to help protecting fundamental rights in all my actions and activities.	

INFORMATION AND DECLARATIONS ON CANDIDATE'S BACKGROUND

During the past 5 years, I have been subject to any administrative/disciplinary/financial/criminal proceedings (ongoing or closed).	YES
In case of being involved, if selected, you may be approached by Frontex to elaborate on the circumstances at hand.	NO

INFORMATION AND DECLARATIONS ON A LEVEL OF MY EDUCATION

Please always enter here only the earliest diploma you have obtained which is required for your eligibility purposes. You may add additional information on your other studies in Annex I.

I possess the following level of education which corresponds to completed university studies of (at least) three years attested by a diploma as follows (the first diploma obtained in my career): [Examples of required diplomas](#)

Studied from*		Final date of diploma*	
Standard length of studies in years*		Diploma type*	
Diploma title (in English <u>and in national language</u>)*			
Principal subjects			
Name of the school / university*			
From an EU Member State		From another country	

INFORMATION AND DECLARATIONS ON MEETING THE MINIMUM PROFESSIONAL EXPERIENCE CRITERION

Starting with your present or last post / position, list in retrospective order some details of your previous and/or current work experience longer than 3 months which you deem are the most relevant for the post you are applying for and which prove that you possess the required length of professional experience after your university diploma. In case you wish to list additional work experience you may add additional information on your other work experience in Annex II at the end of the application form. In case you are or you were working for an EU institution or body you should also mention your contract type and the respective grade.

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.a		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.b		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.c		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.d		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.e		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.f		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

In case you were required to serve the compulsory military service as imposed by the laws of an EU Member State or one of the Schengen Associated Countries you may list it here

	Compulsory military service (list the name, city and country of the military unit)	% of full time	Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	Calculated length
16.		%			

MEETING THE PROFESSIONAL SELECTION CRITERIA

This section provides you with an opportunity to clearly explain how well you meet or exceed the professional requirements (selection criteria published in the section 5 of the Vacancy Notice) mainly for the purpose of assessment of your suitability for the post during the application screening. Use real examples / tasks you have performed / goals achieved and quantification wherever possible. You should be concise – the space for your input is limited by the size of the text boxes below.

17.	1. At least 6 years of relevant experience at the European, regional or national level in dealing with duties related to the tasks assigned. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	2. At least 3 years of experience in leading and managing teams. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	3. Very good knowledge of the EU legal and policy framework on return, migration, Frontex and fundamental rights in the context of migration. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	4. Excellent knowledge of English language - at least at the level of C1 as defined in the Common European Framework of Reference for languages and excellent drafting and communication (including presentation) skills in English. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	5. Experience in putting in place complex processes and procedures, as well as drawing up policies and plans. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	6. Experience in managing change.	
	Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	7. Experience in working across remits, including influencing outside of the direct management chain.	
	Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

KNOWLEDGE OF EU LANGUAGES

You may mention knowledge of non-EU languages in point 20. [Please use the self-assessment grid available as a link here.](#)

18.	EU Language*	My level of language proficiency*

REFERENCES

This section gives you an opportunity to provide us with the names and contact details of up to three most recent professional-reference persons - not relatives, preferably your direct superiors - who may be later on contacted by Frontex to provide professional reference on you and / or to confirm statements made by you.

19. Persons to provide professional reference on my skills, competences, achievements and conduct		
a	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	
b	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	
c	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	

20. MOTIVATION LETTER*

This page provides you with an opportunity to explain your application (why do you think you fit the post / position) by any additional information not mentioned in previous sections. The space for your input is limited by the size of the text box below (and by about 6000 characters).

21. My availability date (or the notice period required by my employer)
22. Have you ever applied for any other Frontex post? If yes, please indicate for which one.
23. Have you ever been security cleared for an access to classified information? If yes, please indicate when, to which level and the validity of the clearance.
24. Where did you first hear about Frontex vacancies?
Additional information

Please do not submit your application to Frontex unless you have fully read and understood the information contained in the Vacancy Notice and you have assured that the data you have entered in this application are correct.

- **ONCE YOU COMPLETE AND VERIFY YOUR APPLICATION DO NOT SIGN OR SCAN THIS APPLICATION FORM.**
- **SAVE IT IN A PDF FILE (INDICATING YOUR SURNAME IN THE NAME OF THE FILE) AND**
- **SUBMIT IT TO FRONTEX (preferably well before the deadline for submission of applications) BY UPLOADING IT TO THIS URL LINK: <https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00023>**

BY SUBMITTING YOUR APPLICATION YOU ARE DEEMED TO HAVE MADE THE FOLLOWING DECLARATIONS

25. I declare that all the information provided above and in Annexes I and II by me are, to the best of my knowledge, true, correct and complete on the date of the submission of my application. I further declare that: • I am currently a national of a member state of the European Union or a Schengen Associated Country. • I undertake to submit, as soon as requested by Frontex, any documents in support of the above statements and declarations. • I am fully aware that any false or incorrect statement or omission, even if unintended on my part, may lead to my lower scoring during the evaluation, refusal or non-eligibility of my application or may render my employment with Frontex liable to a termination. • I am willing to undergo the prescribed medical examination prior to an engagement and to provide a sworn affidavit to the effect that I have no criminal record. • I am aware that candidates put in a reserve list may, eventually, be offered a vacant post or position of a similar profile (and of the same function group and grade). Finally, if engaged by Frontex, I declare my readiness and commitment to act independently in the interest of Frontex and to immediately report to Frontex any interests that might be considered prejudicial to my independence.
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Candidates who will, in the course of the selection procedure, attend tests (or interviews) will be required to submit documents and certificates related to this application.

ANNEX I (optional)**INFORMATION AND DECLARATIONS ON LEVELS OF MY OTHER EDUCATION**Please enter here the other diploma(s) you have obtained.**Additional information on my other studies**

26.	I have completed additional post-secondary education attested by a diploma as follows			
	Diploma type		Diploma awarded on	
	Name of the school / university, city			
	From an EU Member State		From another country	
27.	I have completed additional university or specific significant and relevant studies attested by a diploma as follows			
	Studied from		Final date of diploma	
	Standard length of studies		Studied full/ part time	
	Diploma type			
27.	Diploma title (in English)			
	Principal subjects			
	Name of the school / university, city			
	From an EU Member State		From another country	
	Studied from		Final date of diploma	
	Standard length of studies		Studied full/ part time	
	Diploma type			
27.	Diploma title (in English)			
	Principal subjects			
	Name of the school / university, city			
	From an EU Member State		From another country	

ANNEX II (optional) - additional information on my other working experience

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
28.a					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
28.b					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
28.c					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
28.d					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
28.e					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
28.f					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
28.g					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
28.h					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
29.	Should you have used up all the fields in point 30. above, you may summarize here all you other professional (working) experience which you deem is relevant for the post (and not yet listed in your application) – use the format “XX y ZZ m” where XX is the total number of additional years and ZZ the total number of months worked. You will be required to prove it in case you are invited for a test or for an interview.				
30.	YOUR DECLARED TOTAL WORKING EXPERIENCE: Based on the data you have entered in fields 15, 16 and in Annex II, this is your automatically calculated working experience (adjusted for overlapping periods and part-time engagements). This calculation will be later verified / corrected by Frontex on the basis of submission of required documents and certificates taking into account the date you have reached the minimum required level of education.				

This application form is specifically created only for this selection procedure. It shall be:

- Downloaded and opened in a PDF reader in a MS Windows equipped computer** – the recommended version is the Adobe Acrobat Reader DC (version 2020.012.20041. You may download this free version here: <https://get.adobe.com/uk/reader/>). Opening the file and working only in a browser is not supported. Also, MacOS is found not to support all the functionalities of this digital form.
- Filled in electronically** in English language.
- Fields, where you may enter your input, are highlighted in light blue colour.** Fields marked with an asterisk (*) indicate a required input.
- When entering dates, **the only accepted format is DD/MM/YYYY** (if you use different format, e.g. DD-MM-YYYY or DD.MM.YYYY, the automatic calculation fields may not display the calculations correctly).
- You should be concise – **the space for your input is limited by the size of the text boxes.**
- In case you have any issues with filling/saving this form, you may write to us at sne-recruitment@frontex.europa.eu.

FRONTEX APPLICATION FORM - SNE/2026/11

MY PERSONAL DATA

1. First (given) name*		2. Surname (family name)*	
3. Gender*		4. Date of birth*	
5. Address (street / number / post office code / city / country)*			
6. Telephone number (including int'l prefix)*			
7. E-mail address (to be used for communication)*			

Make sure that this e-mail address is correctly entered and frequently monitored by you as it will be used by Frontex to communicate with you regarding your application.

THE POST / POSITION I AM APPLYING FOR IN FRONTEX

8. Position / Business title	Type of position	Please mark your choice*
SNE/2026/11 LOGISTICS/CENTLOG	Seconded National Expert	

INFORMATION AND DECLARATIONS ON MEETING THE ELIGIBILITY CRITERIA (CHECKLIST)

9.	Currently, I possess a citizenship of the following one of the Member States of the European Union or one of the Schengen Associated Countries (primary citizenship)	
10.	Currently, I possess a second citizenship of the following country	
11.	Currently, I am enjoying full rights as a citizen of the following one of the Member States of the European Union or one of the Schengen Associated Countries	
12.	Currently, I possess a professional experience of at least three years in administrative, legal, scientific, technical, advisory or supervisory functions	
13.	I possess a thorough knowledge of the following language of the EU (my main EU language)	
14.	I possess a satisfactory knowledge of another language of EU to the extent necessary for the performance of duties	

INFORMATION AND DECLARATIONS ON MY PROFESSIONAL EXPERIENCE

Starting with your present or last post / position, list in retrospective order some details of your previous and/or current working experience longer than 3 months which you deem are the most relevant for the post / position you are applying for. In case you wish to list additional working experience you may add additional information on your other working experience in Annex II at the end of the application form.

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.a		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.b		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.c		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.d		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.e		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
15.f		%			
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

MEETING THE PROFESSIONAL SELECTION CRITERIA

This section provides you with an opportunity to clearly explain how well you meet or exceed professional requirements (selection criteria published in the Call for SNEs). Use real examples / tasks you have performed / goals achieved and quantification wherever possible. These statements are mainly used to assess your suitability for the post / position. You should be concise – the space for your input is limited by the size of the text boxes below.

16.	University degree in mechanical engineering, or logistics, or procurement, or supply chain. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	
16.	Command of English at C1 level. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	
16.	Command of digital office editing and collaboration tools at intermediate level. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	

16.	Minimum 3 years' professional experience relevant to the job duty. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	
16.	Minimum 3 years' experience in requirements analysis, technical design, development, delivery, or support in at least one of the following areas (check one or more): - Land Mobility and transportation equipment, e.g.: terrestrial vehicles, patrol cars, transportation vehicles, or - Land Mobile Surveillance Vehicles & Equipment and Specialised Vehicles, e.g. Mobile Surveillance Systems, Mobile Offices and Command and Control Vehicles, or - Ground surveillance technical equipment and satellite communications for mobile surveillance systems and mobile command and control vehicles or - Profile equipment, e.g.: heartbeat detectors, videoscopes, document forgery detection equipment, biometric scanners, document scanners. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	
16.	Experience in working with technical documentation in English. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	

16.	Experience in public procurement, or acquisition solicited internationally and quality assurance or testing. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	
16.	Experience in project management. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	
16.	Professional qualification or experience in service management and/or integrated logistics support. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	

16.	Experience in developing of technical standards and specifications. Explain in more detail how you meet or exceed this professional requirement (max. 850 characters):	

REFERENCES

This section gives you an opportunity to provide us with the names and contact details of up to three most recent professional-reference persons - not relatives, preferably your direct superiors - who may be later on contacted by Frontex to provide professional reference on you and / or to confirm statements made by you.

17.	Persons to provide professional reference on my skills, competences, achievements and conduct	
a	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	
b	Name and surname	
	Relation / position	
	E-mail contact	
	Phone number	

18. MOTIVATION LETTER*

This page provides you with an opportunity to explain your application (why do you think you fit the post / position) by any additional information not mentioned in previous sections. The space for your input is limited by the size of the text box below (and by about 6000 characters).

19.	My availability date (or the notice period required by my employer)

20.	Have you ever applied for any other Frontex post? If yes, please indicate for which one.

21.	Have you ever been security cleared for an access to classified information? If yes, please indicate when, to which level and the validity of the clearance.

Please do not submit your application to Frontex unless you have fully read and understood the information contained in the Call for SNEs and you have assured that the data you have entered in this application are correct.

ONCE YOU COMPLETE AND VERIFY YOUR APPLICATION DO NOT SIGN OR SCAN THIS APPLICATION FORM – INSTEAD, SAVE IT IN A PDF FILE (INDICATING YOUR SURNAME IN THE NAME OF THE FILE). Your application should be submitted to Frontex via Permanent Representation of your Members State following the appropriate national procedure (in line with applicable Frontex SNE rules).

BY SUBMITTING YOUR APPLICATION YOU ARE DEEMED TO HAVE MADE THE FOLLOWING DECLARATIONS

22.	I declare that all the information provided above and in Annexes I and II by me are, to the best of my knowledge, true, correct and complete on the date of the submission of my application. I further declare that: • I am currently a national of a member state of the European Union or a Schengen Associated Country. • I am aware that my application must be supported by my national authorities in a form of an Employer Authorisation (Form 1A). • I undertake to submit, as soon as requested by Frontex, any documents in support of the above statements and declarations. • I am fully aware that any false or incorrect statement or omission, even if unintended on my part, may lead to my lower scoring during the evaluation, refusal or non-eligibility of my application or may render my employment with Frontex liable to a termination. • I am aware that candidates put in a reserve list may, eventually, be offered a secondment of a similar profile.
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ANNEX I**Additional information on my relevant studies or education****I have completed post-secondary education attested by a diploma as follows**

23.

Diploma type		Diploma awarded on	
Name of the school / university, city			
From an EU Member State		From another country	

Diploma type		Diploma awarded on	
Name of the school / university, city			
From an EU Member State		From another country	

I have completed university studies attested by a diploma as follows

24.

Studied from		Final date of diploma	
Standard length of studies		Studied full/ part time	
Diploma type			
Diploma title (in English)			
Principal subjects			
Name of the school / university, city			
From an EU Member State		From another country	

Studied from		Final date of diploma	
Standard length of studies		Studied full/ part time	
Diploma type			
Diploma title (in English)			
Principal subjects			
Name of the school / university, city			
From an EU Member State		From another country	

Studied from		Final date of diploma	
Standard length of studies		Studied full/ part time	
Diploma type			
Diploma title (in English)			
Principal subjects			
Name of the school / university, city			
From an EU Member State		From another country	

ANNEX II (optional) - additional information on my other working experience

	Organisation – name (including city and country)	% of full time	Period of employment		Calculated length
			Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	
25.a					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
25.b					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
25.c					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				
25.d					
	Type of business or sector				
	Job title or position held				
	Main activities and responsibilities				

SECONDED NATIONAL EXPERT- JOB PROFILE

Seconded National Expert in Central Logistics Support Sector/Logistics and Services Unit (Equipment and Logistics Division)

Tasks and responsibilities:

Reporting to the Head of Unit and under the supervision of the respective Head of Sector the main duties related to this position are:

Purpose of the Post

Support the management, sustainment, acquisition, and monitoring of the Frontex terrestrial vehicle fleet and associated support services, ensuring operational readiness, compliance, cost-effectiveness, and efficient support to Frontex activities and operations.

Main Tasks and Responsibilities

Terrestrial Vehicle Fleet Management

- Support the planning, allocation, monitoring, and utilization of Frontex-owned and leased vehicles.
- Maintain accurate fleet records, technical documentation, and asset management databases.
- Monitor vehicle availability, operational readiness, and utilization rates.
- Coordinate vehicle registration, insurance, inspections, licensing, and other administrative requirements.
- Support vehicle lifecycle management activities, including acquisition, deployment, transfer, replacement, and disposal.

Maintenance and Technical Support

- Coordinate preventive and corrective maintenance activities.
- Monitor vehicle technical condition and maintenance schedules.
- Liaise with service providers and workshops regarding repairs and technical support.
- Support the management of spare parts, consumables, and maintenance contracts.
- Coordinate warranty claims with manufacturers, suppliers, and service providers.
- Monitor equipment reliability and propose measures to improve fleet performance and availability.

Fuel and Refuelling Management

- Coordinate fuel supply and refuelling services for fleet operations.
- Monitor fuel consumption, fuel efficiency, and fuel stock levels where applicable.
- Manage fuel cards and fuel-related records.
- Verify fuel-related invoices and supporting documentation.

- Identify anomalies and recommend measures to strengthen fuel accountability and cost control.

Insurance and Claims Management

- Support the administration of vehicle insurance policies and related documentation.
- Coordinate insurance claims arising from accidents, damages, theft, or other insured events.
- Liaise with insurance providers, operational stakeholders, and competent authorities during claims processes.
- Maintain records of incidents, claims, settlements, and corrective actions.
- Monitor claims trends and recommend measures to reduce operational risks and associated costs.

Procurement and Acquisition Support

- Contribute to the identification of fleet capability requirements and technical specifications.
- Support market research and preparation of procurement documentation related to vehicles, maintenance services, fuel services, spare parts, insurance services, and associated equipment.

Provide technical expertise during evaluation, acceptance, and commissioning of vehicles and related services.

- Support contract implementation activities and contractor performance monitoring.

Contract and Service Management

- Monitor the execution of vehicle-related contracts and service-level requirements.
- Support verification of contractor deliverables, invoices, and contractual obligations.
- Identify contract performance issues and propose corrective actions.
- Maintain contract-related records and performance monitoring data.
- Contribute to contract renewals, amendments, warranty administration, and contract close-out activities.

Operational Support

- Support vehicle deployment planning and fleet sustainment activities for Frontex operations.
- Coordinate vehicle movements, transfers, transportation, and recovery activities.
- Monitor fleet readiness levels and support contingency planning.
- Contribute to business continuity and operational support arrangements related to fleet assets.

Compliance and Asset Control

- Ensure compliance with Frontex policies, procedures, and applicable legal and regulatory requirements.
- Support inventory verification, asset tracking, and accountability measures.
- Monitor adherence to vehicle usage policies and reporting obligations.
- Assist in the management of vehicle incidents, accidents, damages, losses, and associated investigations.

Reporting and Continuous Improvement

- Prepare fleet management reports, statistics, and performance indicators.
- Monitor key performance indicators related to availability, utilization, maintenance, fuel consumption, claims management, and cost efficiency.
- Contribute to the development and improvement of fleet management Standard Operating Procedures (SOP), guidance, instructions, and control systems.
- Identify opportunities for process optimization and enhanced operational effectiveness.

Stakeholder Coordination

- Liaise with internal stakeholders, operational entities, contractors, service providers, manufacturers, insurance providers, and Member State authorities.
- Support coordination with hosting countries and operational areas regarding vehicle and fleet support services.
- Provide technical advice and recommendations on terrestrial fleet management matters.

Expected Deliverables

- Accurate and up-to-date fleet management records.
- Vehicle availability and utilization reports.
- Fuel consumption and refuelling management reports.
- Maintenance, warranty, and technical readiness monitoring reports.
- Insurance and claims management records and reports.
- Procurement and contract management support documentation.
- Contractor performance monitoring reports.
- Recommendations for improving fleet efficiency, compliance, sustainability, and operational readiness.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- University degree in mechanical engineering, or logistics, or procurement, or supply chain.

- Command of English at C1 level.
- Command of digital office editing and collaboration tools at intermediate level.
- min 3 years' professional experience relevant to the job duty.
- min 3 years' experience in requirements analysis, technical design, development, delivery, or support in at least one of the following areas (check one or more):
 - Land Mobility and transportation equipment, e.g.: terrestrial vehicles, patrol cars, transportation vehicles, or
 - Land Mobile Surveillance Vehicles & Equipment and Specialised Vehicles, e.g. Mobile Surveillance Systems, Mobile Offices and Command and Control Vehicles, or
 - Ground surveillance technical equipment and satellite communications for mobile surveillance systems and mobile command and control vehicles or
 - Profile equipment, e.g.: heartbeat detectors, videoscopes, document forgery detection equipment, biometric scanners, document scanners.
- Experience in working with technical documentation in English.
- Experience in public procurement, or acquisition solicited internationally and quality assurance or testing.

Assets:

- Experience in project management.
- Professional qualification or experience in service management and/or integrated logistics support.
- Experience in developing of technical standards and specifications.

Personal skills & competencies required:

- Robust work aptitude: identifying work goals, quick learning, complying with regulations, standards & hierarchy, taking responsibility and managing time.
- Very good social skills: clear & respectful communication, active listening, recollecting, interpreting, giving feedback, good team player, offering support to others, handling conflicts well, aware of cultural differences.
- Achiever: reliable in decision making, proficient in problem solving, able to innovate beyond what we have been doing before, able of structured thinking and providing constructive criticism.

- High integrity and reliability.

Decision of the Executive Director

No R-ED-2016-131

on the levels for security clearance for Frontex posts

of 30/11/2016

THE EXECUTIVE DIRECTOR,

Having regard to the European Border and Coast Guard Regulation¹, and in particular Article 68(3)(b) thereof,

Whereas:

- 1) Pursuant to the Decision of the Executive Director No 2015/81 of 19 October 2015 on Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission and Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (EUCI) as adopted by the Commission, apply by analogy in Frontex.
- 2) The required security screening level depends on the access rights of an individual to the premises, to information and/or to information systems and shall be determined on a case-by-case basis.
- 3) Access to classified information at CONFIDENTIEL UE/EU CONFIDENTIAL level, or above requires an authorisation issued by Frontex based on a Personnel Security Clearance.
- 4) A Security Clearance is to be obtained from the competent Member State authority in accordance with Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (EUCI).
- 5) A Security Clearance for Seconded National Experts (SNE) is to be obtained in accordance with the Frontex Management Board Decision 22/2009, of 25 of June 2009, laying down rules on the secondment of National Experts to the Agency.

HAS DECIDED AS FOLLOWS:

Article 1

A criminal record, or equivalent certificate, not older than six months, shall be provided to the Frontex Human Resources and Security Unit by the Temporary Agents, Contract Agents and by the trainees and the contractors prior to commencing work at Frontex and upon renewal of the contract or agreement. The certificate must be obtained from the relevant authorities of the home country of the person or from the country in which the person has resided for the last six months. Annex I provides equivalence table of

¹ Regulation (EU) 2016/1624 of the European Parliament and of the Council of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC (OJ L 251, 16.9.2016, p. 1).

certificates issued by the authorities of the Member States of the European Union and the Schengen Associated Countries.

Article 2

Before taking up their functions, future Frontex Temporary Agents and Contract Agents must initiate the procedure for applying for a security clearance at the required level for their post. This has to be repeated for the purposes of the renewal of the security clearance, if the individual's need for access to classified material continues to justify it.

Article 3

Seconded National Expert's (SNE) seconding authority shall provide a Personnel Security Clearance Certificate (PSCC) to Frontex, prior to the start date of the SNE's secondment.

Article 4

All Frontex Temporary Agents, Contract Agents and SNEs currently employed, who do not have the security clearance at the required level must initiate the respective procedure immediately upon entry into force of this decision.

Article 5

The different levels of security clearance required for the posts in Frontex are listed in the Annex II to this decision, which will be yearly updated.

Article 6

The Human Resources and Security Unit shall include the level of security clearance required for each open post in each Vacancy Notice, as defined in Annex II to this Decision. In case of new posts not included in this decision, the respective Director shall propose a level of security clearance, to be confirmed by the Frontex Security Authority and approved by the Appointing Authority.

Article 7

The Security Officer shall maintain updated information on the current security clearance status of Frontex. That information shall be available to the Executive Management, the respective Directors and Heads of Units.

Article 8

Contractors cannot carry out a sensitive activity unless they have a security clearance at least at the level of CONFIDENTIEL UE/EU CONFIDENTIAL.

Article 9

For the purpose of this decision, a sensitive activity is defined as one relating to:

- access to operational information; or
- access to information systems processing operational information; or
- access to information imperative for the security of information systems processing operational information.

Article 10

In case a security clearance is not provided at the required level, Temporary and Contract Staff, SNEs and Contractors shall be excluded from access to information and to systems containing EU classified information, as defined in Article 8, as well as from access to secure and limited access areas where such access is possible or where he/she might endanger security information systems. Other measures may be considered, as necessary.

Article 11

The security clearance compliance of Frontex Temporary Agents, Contract Agents and SNEs shall be taken into account in probationary, appraisal, contract renewal and administrative inquiries / disciplinary procedures.

Article 12

Contractors shall be subject to contract conditions. Classified contracts shall include Security Aspect Letters, containing the following standard clauses:

The Agency shall be entitled to refuse access to its premises to any contractor or sub-contractor personnel, as deemed necessary for security reasons.

Any failure to comply with the Agency's security rules and instructions may result in access to the premises being denied or the personnel being expelled from Frontex premises.

Article 13

The Frontex Security Authority shall define instructions to staff on the implementations of this decision.

Article 14

This Decision enters into force on 2016 and repeals the Decision/2013/09, of 12 March 2013 of the Deputy Executive Director on the levels of security clearance for Frontex posts.

Done in Warsaw, on 30/11/2016

Fabrice Leggeri
Executive Director

Annex I-Equivalence table of certificates issued by the European Union Member States and Schengen Associated Countries

Annex II-Levels of Security Clearance Required for posts in Frontex

Annex I-Equivalence of certificates issued by Member States

Member State	Certificate
Austria	Certificate of the Penal Registry (Strafregisterbescheinigung)
Belgium	Extract from Judicial Record Extrait du casier judiciaire [French] Uittreksel uit het Strafregister [Flemish])
Bulgaria	Conviction Status Certificate Svidetelstvo za Sudimost Свидетелство за съдимост
Croatia	Certificate of No Convictions Potvrda o Nekaznjavanju
Republic of Cyprus	Police Clearance
Czech Republic	Police Clearance Certificate Zadost o vypis z rejstriku trestu
Denmark	Crime Certificate Straffeattest
Estonia	Criminal Record Check
Finland	Extract from Criminal Recordc Rikosrekisteriote
France	Extract from Police records Extrait du Casier Judiciaire Bulletin n° 3
Germany	Police Good Conduct Certificate Polizeiliches Führungszeugnis
Greece	Penal Certificate for General Use
Hungary	Police Penal Certificate Hatósági Erkölcsi Bizonyítvány
Ireland	Police Certificate of Character
Italy	General Penal Certificate Certificato Generale del Casellario Giudiziale

	Solicitor General's Certificate of Pending Charges Certificato dei Carichi Pendenti della Procura
Latvia	Certificate on Conviction of an Individual Izziņa par fiziskas personas sodāmību
Lithuania	Criminal Record Check
Luxembourg	Penal Certificate Bulletin No. 3 Extrait du Casier Judiciaire
Malta	Conduct Certificate Certifikat Ta'Kondotta
Netherlands	Certificate of Good Conduct Verklaring Omtrent het Gedrag (VOG).
Poland	Request for a criminal record- Request for information about a person Zapytanie o Karalnosc - Zapytanie o udzielenie Informacji o Osobie
Portugal	Criminal Record Certificate certificado do registo criminal
Romania	Certificate of Police Clearance Certificat de Cazier Judiciar
Slovakia	Police Certificate Vypis z registra trestov
Slovenia	Certificate of No Convictions Potrdilo o nekaznovanju
Spain	Criminal record certificate Certificado de Antecedentes Penales'
Sweden	Extract from the Criminal Records Registry for purposes in another country utdrag ur, belastnings registret
UK	ACPO Police Certificate

Equivalence of certificates issued by Schengen Associated Countries

Schengen Associated Country	Certificate
Iceland	Criminal Certificate for Private Use Einkavottord
Liechtenstein	Criminal Records Excerpt Stafigisterauszug
Norway	Criminal Record Certificate Politiattest
Switzerland	Criminal Records Extract Stafigisterauszug

Annex II-Levels of security clearance for posts in Frontex

Function	Level of Security Clearance
Executive Director	SECRET UE/EU SECRET
Deputy Executive Director	SECRET UE/EU SECRET
Cabinet	
Senior Strategic Advisor	SECRET UE/EU SECRET
Executive Advisor	SECRET UE/EU SECRET
Head of Cabinet	SECRET UE/EU SECRET
Strategic Policy Advisor	SECRET UE/EU SECRET
Liaison Officer to Turkey	SECRET UE/EU SECRET
Executive Assistant	SECRET UE/EU SECRET
Assistant	SECRET UE/EU SECRET
Security Guard/Driver	SECRET UE/EU SECRET
Security Guard/Driver	SECRET UE/EU SECRET
Data Protection Office	
Data Protection Officer	SECRET UE/EU SECRET
Assistant to Data Protection Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Frontex Liaison Officer in Brussels	
Liaison Officer	SECRET UE/EU SECRET

Assistant to Liaison Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
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Press Office

Public Relations Officer / Spokesperson	SECRET UE/EU SECRET
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Press Office Team Leader/ Spokesperson	SECRET UE/EU SECRET
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Editor	CONFIDENTIEL UE/EU CONFIDENTIAL
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Senior Assistant to Press Office	CONFIDENTIEL UE/EU CONFIDENTIAL
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Fundamental Rights Office

Fundamental Rights Officer	SECRET UE/EU SECRET
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Associate Fundamental Rights Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
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Assistant to FRO	CONFIDENTIEL UE/EU CONFIDENTIAL
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Assistant to the Secretariat of Consultative Forum	CONFIDENTIEL UE/EU CONFIDENTIAL
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OPERATIONS DIVISION

Director of Operations Division	SECRET UE/EU SECRET
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Head of FLO	SECRET UE/EU SECRET
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Product and Change Manager to the DOPD	SECRET UE/EU SECRET
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Liaison Officer	SECRET UE/EU SECRET
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Anti-Trafficking Coordinator	SECRET UE/EU SECRET
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Assistant to the DOPD	CONFIDENTIEL UE/CONFIDENTIAL
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Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
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Joint Operations Unit

Head of Joint Operations Unit	SECRET UE/EU SECRET
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant in the Joint Operations Unit	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Air Borders Sector

Head of Sector ABS	SECRET UE/EU SECRET
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Land Border Sector

Head of Sector / LBS	SECRET UE/EU SECRET
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Sea Borders Sector

Head of SBS

SECRET UE/EU SECRET

Operational Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Frontex Coordinating Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Coordinating Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Project Support Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Operational Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Return Support Unit

Head of RSU

SECRET UE/EU SECRET

Head of ROS

SECRET UE/EU SECRET

Operational Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Return Operation Coordinating Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Service Manager for chartering flights

CONFIDENTIEL UE/EU CONFIDENTIAL

Junior Return Operation Coordinating
Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Project Support Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Risk Analysis Unit

Head of Unit RAU	SECRET UE/EU SECRET
Analytical Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Strategic Analysis

Head of Strategic Analysis Sector	SECRET UE/EU SECRET
Senior Analyst	SECRET UE/EU SECRET
Strategic Analyst ²	SECRET UE/EU SECRET or CONFIDENTIEL UE/EU CONFIDENTIAL
Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Junior Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Analytical Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Operational Analysis

Head of Operational Analysis & Evaluation Sector	SECRET UE/EU SECRET
Senior Analyst	SECRET UE/EU SECRET
Personal Data Analyst	SECRET UE/ EU SECRET
Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL

² The security clearance requirement for Strategic Analyst will need to be decided on case by case basis. Generally it would be CONFIDENTIEL however for staff whose tasks include participation in meetings related to counter-terrorism, security clearance at SECRET level is required.

Editor	CONFIDENTIEL UE/EU CONFIDENTIAL
Officer/FISO	CONFIDENTIEL UE/EU CONFIDENTIAL
Debriefing Advisor	CONFIDENTIEL UE/EU CONFIDENTIAL
Intelligence Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Analytical Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Analytics Sector

Head of Sector-Analytics in RAU	SECRET UE/EU SECRET
Business Intelligence Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Data Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
GIS Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Analysis Layer Service Manager	CONFIDENTIEL UE/EU CONFIDENTIAL

Frontex Situation Centre

Head of Frontex Situation Centre	SECRET UE/EU SECRET
Information Management Officer/Coordinator of the FSC Operations Business Area	SECRET UE/EU SECRET
Service Implementation Team Leader	SECRET UE/EU SECRET
Information Management Officer/GIS Service Manager	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Planning Expert	CONFIDENTIEL UE/EU CONFIDENTIAL
Situation and Crisis Monitoring Team Leader	CONFIDENTIEL UE/EU CONFIDENTIAL

Service Manager/Hot Spot Information Manager	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Service Manager	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Duty Officer	SECRET UE/EU SECRET
Duty Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Planning Expert	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant in FSC	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant Copernicus	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Horizontal Coordination Support Officer	SECRET UE/EU SECRET
Information Management Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Assistant (Correspondance Management)	SECRET UE/EU SECRET

CAPACITY BUILDING DIVISION

Director of Capacity Building Division	SECRET UE/EU SECRET
Strategic Advisor	SECRET UE/EU SECRET
Coordinating Officer	SECRET UE/EU SECRET
Assistant to the Director of Capacity Building Division	SECRET UE/EU SECRET

Pooled Resources

Head of Pooled Resources Unit	SECRET UE/EU SECRET
Planning & Logistic Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
PRU Project Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Pooled Resources Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Logistics Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Resources Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Support Officer-logistical support for hot spots	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Resources Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Logistics Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL

Training Unit

Head of Training Unit	SECRET UE/EU SECRET
Senior Training Project Officer	SECRET UE/EU SECRET
Training Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Training Project Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Research & Development Unit

Head of R & D Unit	SECRET UE/EU SECRET
Principal Research Officer	SECRET UE/EU SECRET
Senior Research Officer	SECRET UE/EU SECRET
Administrator	CONFIDENTIEL UE/EU CONFIDENTIAL
Research Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Junior Research Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Systems Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

International and European Cooperation Unit

Head of IEC	SECRET UE/EU SECRET
Senior External Relations Officer	SECRET UE/EU SECRET
External Relations Officer	SECRET UE/EU SECRET
Project Manager for TC/Candidate Countries	SECRET UE/EU SECRET
Assistant to IEC	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to the HoIEC	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant - Project Management	CONFIDENTIEL UE/EU CONFIDENTIAL
External Relations Officer	SECRET UE/EU SECRET
Customs Advisor	CONFIDENTIEL UE/EU CONFIDENTIAL

Project Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant in IEC	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Return Specialist IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Coordinator IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Migration Specialist IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant EIP	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior External Relations Officer/International Organisations	SECRET UE/EU SECRET

CORPORATE GOVERNANCE

Director of Corporate Governance	SECRET UE/EU SECRET
Corporate Planning and Evaluation Administrator (Controller)	SECRET UE/EU SECRET
Management Coordinator in the Corporate Governance	SECRET UE/EU SECRET
Quality Manager	SECRET UE/EU SECRET
Accounting Officer	SECRET UE/EU SECRET
Management Board Secretariat Coordinator	SECRET UE/EU SECRET
Assistant to the MB Secretariat	SECRET UE/EU SECRET
Accounting Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to Internal Auditor/QM/Controller	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Legal Affairs Unit

Head of Legal Affairs Unit	SECRET UE/EU SECRET
Senior Legal Officer	SECRET UE/EU SECRET
Legal Officer	SECRET UE/EU SECRET
Junior Legal Officer	SECRET UE/EU SECRET
Legal Assistant	SECRET UE/EU SECRET

Financial & Corporate Services

Head of Finance and Corporate Services Unit	SECRET UE/EU SECRET
Financial Management Coordinator	SECRET UE/EU SECRET
Procurement Coordinator	SECRET UE/EU SECRET
Finance Officer	SECRET UE/EU SECRET
Procurement Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Procurement Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Financial Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to FCS	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Financial Assistant - Cooperate Travel Services	CONFIDENTIEL UE/EU CONFIDENTIAL
Data Entry Agent	CONFIDENTIEL UE/EU CONFIDENTIAL
Procurement Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant Copernicus	CONFIDENTIEL UE/EU CONFIDENTIAL

Corporate Services Sector

Agency Master - Head of Agency Services Sector

SECRET UE/EU SECRET

Document Management Officer

SECRET UE/EU SECRET

Project Support Officer

SECRET UE/EU SECRET

Facility Management Coordinator

CONFIDENTIEL UE/EU CONFIDENTIAL

Digital Communications Support Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Inventory Management Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Expatriate Legal Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Facility Management Senior Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Corporate Services Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Finance Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Meetings and Events Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Administrative Clerk

CONFIDENTIEL UE/EU CONFIDENTIAL

Administrative Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Document Management
Assistant/Archivist

CONFIDENTIEL UE/EU CONFIDENTIAL

Human Resources & Security Unit

Head of Human Resources and Security Unit

SECRET UE/EU SECRET

Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Communication Team

Senior Communications Officer

SECRET UE/EU SECRET

Internal Communication Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Cross-media Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to the Communications Team	CONFIDENTIEL UE/EU CONFIDENTIAL

Human Resources Sector

Head of HR Sector	SECRET UE/EU SECRET
Senior HR Officer	SECRET UE/EU SECRET
Staff Development Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
Training Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
HR Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
HR Recruitment Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant / HR	CONFIDENTIEL UE/EU CONFIDENTIAL
Human Resources Coordinating Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Staff Development and Training Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Personnel Administration Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Clerk	CONFIDENTIEL UE/EU CONFIDENTIAL

Security Sector

Security Officer	SECRET UE/EU SECRET
Senior Security Guard	SECRET UE/EU SECRET
Security Guard	SECRET UE/EU SECRET

ICT Unit

Head of ICT Unit	SECRET UE/EU SECRET
ICT Administrative Assistant	SECRET UE/EU SECRET
ICT Support Analyst	SECRET UE/EU SECRET

IT Operations and Security Sector

ICT Project Manager	SECRET UE/EU SECRET
Senior Applications and Database Expert in Microsoft	SECRET UE/EU SECRET
Team Leader Network	SECRET UE/EU SECRET
Team Leader Servers and Storage	SECRET UE/EU SECRET
Senior Software Developer	SECRET UE/EU SECRET
Security Specialist	SECRET UE/EU SECRET
IT Security Specialist	SECRET UE/EU SECRET
System Administrator	SECRET UE/EU SECRET
Junior System Administrator	SECRET UE/EU SECRET
Senior IP Network Expert	SECRET UE/EU SECRET
ICT Solutions Developer	SECRET UE/EU SECRET
IT Security Officer	SECRET UE/EU SECRET
Team Leader ICT Service Centre and Service Management	SECRET UE/EU SECRET
IT Specialist / Systems Engineer	SECRET UE/EU SECRET
ICT Helpdesk Team Leader	SECRET UE/EU SECRET
IT Specialist	SECRET UE/EU SECRET

Systems Administrator	SECRET UE/EU SECRET
ICT Solutions Coordinator	SECRET UE/EU SECRET
ICT Assistant	SECRET UE/EU SECRET
IT Projects and Contracts Sector	
Head of ICT Projects and Contract Sector	SECRET UE/EU SECRET
ICT Solution Coordinator	SECRET UE/EU SECRET
Contract Manager	SECRET UE/EU SECRET
Application Specialist	SECRET UE/EU SECRET

MANAGEMENT BOARD DECISION 12/2017 of 30 March 2017

on secondment of national experts to Frontex

THE MANAGEMENT BOARD

Having regard to the European Border and Coast Guard Regulation¹, in particular Article 62(2)(o) thereof,

Whereas:

- (1) National experts seconded to Frontex enable the Agency to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available by the staff of the Agency.
- (2) It is highly desirable to foster the exchange of professional experience in, and knowledge of, European policies relating to the management of EU external borders by temporarily assigning experts from the EU Member States to the Agency. For the same reason, steps have to be taken to allow for engagement of experts from Schengen Associated Countries (SACs), candidate countries, and public intergovernmental organisations (IGOs).
- (3) National experts seconded from EU Member States, SACs, candidate countries, and IGOs to Frontex Headquarters (or to any of the places of employment of Frontex staff) are commonly referred to as Frontex Seconded National Experts (SNEs) and the maximum number of SNEs serving in Frontex Headquarters (and at any of the places of employment of Frontex staff) is established annually by a decision of the Management Board. Rules applicable to secondment of border guards or other relevant staff as national experts for deployment to European Border and Coast Guard teams are governed by specific provisions².
- (4) In order to ensure that Frontex' independence is not compromised by private interests, it should be stipulated that SNEs must come from a national, regional or local public administration or an IGO. The secondment of a SNE by an employer other than a national, regional or local public administration or an IGO has to be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profit for redistribution.
- (5) In order to avoid any conflict of interest, the rights and obligations of SNEs, as set out in this Decision, should ensure that they carry out their duties solely in the interest of Frontex.

¹ Regulation (EU) 2016/1624 of the European Parliament and of the Council of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC (OJ L 251, 16.9.2016, p. 1).

² Management Board Decision No 25 of 28 November 2012 laying down rules on the secondment of national experts with the tasks and powers of the guest officers to Frontex.

- (6) In view of their special status, it should be stipulated that SNEs acting alone will not exercise any of the responsibilities that belong to Frontex by virtue of the powers conferred upon it, unless specially empowered to do so in writing by Frontex Executive Director.
- (7) In view of the new tasks of the Agency and of the foreseen significant increase of SNEs in Frontex, it is desirable to update the existing Rules applicable to SNEs namely in the areas of periods of secondment and to enable assignment of SNEs to shift work or standby duty work arrangements.

Frontex Staff Committee was consulted on the proposal on 15 March 2017.

HAS DECIDED AS FOLLOWS:

Chapter I General Provisions

Article 1 Scope and definitions

1. These Rules are applicable to national experts seconded to Frontex Headquarters or any of the places of employment of Frontex staff (hereinafter referred to as Seconded National Experts or SNEs).

Seconded National Experts are persons employed by a national, regional or local public administration or an IGO, who are seconded to Frontex so that it can use their expertise in particular fields.

For the purposes of this Decision, the public administration means all state administrative services at central, federal and regional level, comprising ministries, governmental and parliament services, courts, central banks, and administrative services of local authorities, as well as decentralised administrative services of a state and of its authorities.

The persons covered by these Rules must have worked for their employer on a permanent or contractual basis for at least 12 months before their secondment and must remain in the service of that employer throughout the period of secondment.

The SNE's employer thus undertakes to continue to pay his salary, to maintain his employment and/or administrative status throughout the period of secondment and to inform Frontex of any change in the SNE's situation in this regard. The SNE's employer also continues to be responsible for all his social rights, particularly social security and pension. A termination of or a change in the SNE's employment and/or administrative status may lead to a termination of his secondment by Frontex, without notice, in accordance with Article 10(2)(c).

2. Notwithstanding the second subparagraph of paragraph 1, the Executive Director may, on a case-by-case basis, authorise the secondment of a SNE from an employer other than state public administration or an IGO if justified by the interests of Frontex in bringing in specific expertise as statutory measure, provided that the SNE's employer:

- is an independent university or research organisation which does not set out to make profits for redistribution; or
- is in fact part of the public sector.

For the purposes of this Decision, to qualify as being part of the public sector, the SNE's employer must meet all the following conditions:

- it must be attached to a public administration, as defined in paragraph 1, and specifically it must have been created by national legislation or regulation;
- its financial resources must come primarily from public funding;
- any activities in which it competes against other private or public entities on the market must represent less than half of its activities.

The Executive Director clarifies, if necessary, the arrangements for implementing the different criteria and communicates them to the Permanent Representations of EU Member States, SACs and the IGOs concerned.

3. Except where the Executive Director grants a derogation by a reasoned decision, a SNE must be national of an EU Member State or of a SAC.
4. Frontex strives to ensure geographical and gender balance and compliance with principles of equal treatment and opportunities, in accordance with the principles set out in Article 1d and Article 27 of the Staff Regulations.
5. Any reference in these Rules to a person of the male sex is deemed also to constitute a reference to a person of the female sex, and vice-versa, unless the context clearly indicates otherwise.

Article 2

Cost-free Seconded National Experts

1. For the purposes of this Decision, “cost-free SNEs” mean SNEs to whom, by virtue of a bi-lateral agreement with their employer, Frontex is not liable to pay any of the allowances provided for in Chapter III of this Decision and does not cover any of the expenses provided for in this Decision, other than those related to the performance of SNE’s duties during their secondment.
2. Cost-free SNEs may be seconded from a public administration, as defined in Article 1(1), of EU Member States, of SACs or of a country with which the EU has entered into accession negotiations and which has concluded a specific working arrangement with Frontex on secondment of staff, or from IGO, as part of an arrangement and/or exchange programme with Frontex.
3. The Executive Director may authorise the secondment of cost-free SNEs on a case-by-case basis, taking into consideration their place of origin, the geographical balance and the work to be carried out.
4. Cost-free SNEs are to be taken into account in the maximum number of SNEs indicated annually in the establishment plan of Frontex adopted by the Management Board.

Article 3

Selection Procedure

1. SNEs are selected according to an open and transparent procedure, the practical details of which are decided by the Executive Director³.
2. Applications shall be forwarded by Permanent Representations of Members States, by SAC competent authorities and, where provided for in an Open call for Seconded National Experts, the diplomatic missions of the non-EU member countries whose nationals are eligible for the secondment and the administrations of the IGOs.
3. The secondment shall be authorised by the Executive Director and effected by an exchange of letters between Frontex and the Permanent Representation of the Member State concerned or, as may be the case, the SAC competent authorities, diplomatic missions of the non-EU member countries whose nationals are eligible for the secondment and the IGOs.

³ Decision of the Executive Director No 2015/68 of 26 September 2015 establishing the procedure applicable to the selection and extension of the period of secondment of Seconded National Experts at Frontex.

Article 4
Period of secondment

1. The initial period of secondment may not be less than three months or more than three years. Secondment may be subsequently renewed up to a total period not exceeding five years. Exceptionally, at the request of the respective Director of Division and where the interests of service warrant it, the Executive Director may authorise one or more extensions of the secondment for maximum of three more years at the end of the five-year period.
2. The initial duration of secondment is specified in the exchange of letters referred to in Article 3(3). Any renewal, extension or change of the period of secondment are subject to an agreement of the respective national authorities confirmed by a new exchange of letters.
3. A SNE, who has already been seconded to Frontex, may be seconded to Frontex another time subject to the following conditions:
 - a. the SNE must continue to meet the conditions for secondment;
 - b. a period of at least three years must have elapsed between the end of the previous period of secondment and a new secondment; if at the end of the first secondment, the SNE has signed an employment contract with Frontex, the duration of that contract is taken into account when calculating the three-year period referred to above.

The minimum period of three years referred to in point (b) does not need to be respected if the previous secondment lasted for less than five years, but in that case the new secondment may not exceed the unexpired part of the five-year period, without prejudice to the possibility of extending it by up to the additional three years, as provided for in the last sentence of paragraph 1.

Article 5
Place of secondment

SNEs may be seconded to any place of employment of Frontex staff members.

Article 6
Tasks

1. Tasks and duties of a SNEs are described in the respective Open call. Any significant changes in the tasks, duties or in place of work of a SNE are subject to an agreement of the respective national authorities. SNEs may not perform middle or senior management duties nor deputise for their immediate superior.
2. A SNE may take a part in missions or external meetings only as part of a delegation led by Frontex statutory staff members or, if on his own, as an observer or for information purposes.
3. In all other cases, by way of derogation from paragraph 2, the Executive Director may give a specific mandate to the SNE to participate on his own in one or more missions or external meetings, after having ensured that there is no potential conflict of interest.

In such cases the Executive Director provides the SNE with clear and specific instructions for the missions or meetings in question. The Executive Director may delegate this power to the Division's Director concerned.

Under no circumstances may a SNE on his own represent Frontex with a view of entering into commitments, whether financial or otherwise, or negotiating on behalf of Frontex.

A SNE may, however, represent Frontex in legal proceedings as co-agent together with a statutory staff member.

4. Frontex remains solely responsible for approving the results of any tasks performed by a SNE and for signing any official documents arising from them.
5. The SNE's employer and the SNE must (together with respective Frontex entity) ensure that there is no conflict of interest in relation to the SNE's duties while seconded to Frontex.

For this purpose Frontex informs the SNE and his employer before the start of the secondment about the intended duties and asks the SNE and his employer to confirm in writing that they are not aware of any reason why the SNE may not be assigned to those duties.

The employer and the SNE have to inform Frontex of any changes of circumstances during the secondment which could give a rise to any such conflict.

Frontex keeps a copy of all such exchanges of correspondence in its records as part of a personal file of the SNE.

6. Failure on the part of a SNE to comply with his obligations arising from this Decision entitles Frontex to terminate the secondment of the SNE pursuant to Article 10(2)(c).

Article 7 Rights and obligations

1. A Personnel Security Clearance Certificate of a SNE must be presented to Frontex prior to the start of a secondment⁴.

2. During the period of secondment:

- a. The SNE must carry out his duties and conduct himself solely with the interests of Frontex in mind. He neither seeks nor takes instructions from any government, authority, organisation or person outside Frontex. He carries out the duties assigned to him objectively, impartially and in keeping with his duties of loyalty to Frontex.
- b. A SNE wishing to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside Frontex must seek for a prior authorisation according to respective Frontex rules on prior authorisation for statutory staff members. Before Frontex issues such an authorisation the SNE's employer has to be consulted.
- c. The SNE refrains from any action or behaviour which might reflect adversely upon his position and refrains from any form of psychological or sexual harassment.
- d. The SNE may not, in the performance of his duties, deal with a matter in which, directly or indirectly, he has any personal interests such as to impair his independence, and, in particular, family and financial interests. If he has occasion, in the performance of his duties, to deal with such matter, he has to inform immediately his Head of Unit, who takes any appropriate measure, and who may, in particular, relieve the SNE of responsibility in this matter.

The SNE may neither keep nor acquire, either directly or indirectly, in undertakings which are subject to the authority of Frontex or which have dealings with Frontex, any interests of such kind or magnitude as might impair his independence in the performance of his duties.

The SNE declares any gainful activity performed in a professional capacity by his spouse, as defined by the Staff Regulations and CEOS.

- e. The SNE refrains from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public.
- f. The SNE has the right to freedom of expression, with due regard for the principles of loyalty and impartiality.

⁴ In accordance with Frontex Security Notice No R-SN-2017-1 of 27 February 2017.

The SNE who intends to publish, whether alone or with others, any text on a matter relating to the work of Frontex informs his Head of Unit in advance. Where the Head of Unit is able to demonstrate that the publication is liable seriously to prejudice the legitimate interests of the European Union or Frontex, he informs the SNE of his decision in writing within 30 working days of receipt of the information. If no such decision is notified within the specified period, Frontex is deemed to have had no objections.

- g. All rights in any work done by the SNE in the performance of his duties are deemed to be the property of Frontex.
 - h. The SNE resides at the place of secondment or at no greater distance therefrom as is compatible with the proper performance of his activities.
 - i. Based on his professional knowledge and experience, the SNE assists and tenders advice to the superiors in Frontex to whom he is assigned and is responsible to his superiors for performance of the tasks entrusted to him.
- 3. Failure to comply with any of the provisions of paragraphs 1 during the period of secondment entitles Frontex to terminate the secondment pursuant to Article 10(2)(c).
 - 4. At the end of the secondment the SNE continues to have a duty of loyalty to Frontex and is to be bound by the obligation to act with integrity and discretion in the exercise of new duties assigned to him and in accepting certain posts or advantages.

Article 8

Professional experience and knowledge of languages

- 1. To qualify for secondment to Frontex a national expert must have at least three years' experience of administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of statutory staff of Frontex.
- 2. The SNE must produce evidence of a thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of his duties. A SNE from a non-EU member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

Article 9

Suspension of secondment

- 1. At the written request of Frontex, the SNE or his employer, and with the latter's agreement, Frontex may authorise a suspension of secondment and specify the terms applicable. During such suspensions:
 - a. the subsistence allowances referred to in Article 17 are not be payable;
 - b. the travel expenses referred to in Articles 19 are payable only if the suspension is at Frontex' request.
- 2. The period of the suspension is not counted in the period of secondments as defined in Article 4.

Article 10

Termination of periods of secondment

- 1. Subject to paragraph 2, the SNE's secondment may be terminated at the request of Frontex or the SNE's employer, subject to three months' notice, or at the SNE's request, subject to the same period of notice and with the agreement of Frontex and the SNE's employer.
- 2. In exceptional circumstances the secondment may be terminated without notice:
 - a. by the SNE's employer, if the employer's essential interests so require;

- b. by Frontex and the employer acting jointly, at the request of the SNE addressed to both parties, if the SNE's personal or professional interests so require;
- c. by Frontex in the event of a failure by the SNE or his employer to respect their obligations under this Decision; Frontex immediately informs the SNE and his employer accordingly.

Chapter II

Working conditions

Article 11

Social security

1. Before the start of a secondment, the respective national public administration or IGO from which the SNE is to be seconded certifies that the SNE remains throughout the whole period of secondment subject to the social security legislation applicable to the public administration that employs him and is responsible for expenses incurred abroad. To this end the SNE's employer provides Frontex with the certificate referred to in Article 11(1) of Council Regulation (EEC) No 574/72.
2. From the day on which their secondment starts, SNEs are covered by Frontex against the risk of accident. Frontex provides them with a copy of the terms of this cover on the day on which they complete the administrative formalities related to secondment.
3. A SNE who cannot be covered by a public sickness insurance scheme may apply to have this risk insured by Frontex. In this case the SNE is responsible for one half of the relevant insurance premium and his contribution is to be deducted monthly from the subsistence allowances referred to in Article 17.

Article 12

Working time arrangements

1. The working time arrangements for SNEs are the same as those in force at Frontex.
2. The SNE serves on a full-time basis throughout the period of secondment. Following a duly justified request from a SNE, the Executive Director may allow the SNE to work part time, provided that the SNE's employer agrees to it and the arrangement is compatible with the interests of Frontex.
3. With the consent of the SNE's employer a SNEs may be assigned, because of the exigencies of the service or safety rules, to work regularly at night, on Saturdays, Sundays or public holidays or to remain on standby duty. The respective working time arrangements applicable to statutory staff apply by analogy to these SNEs.

Article 13

Sick leave

1. The rules in force at Frontex on absence due to sickness or accident apply to SNEs.
2. Where the period of sick leave exceeds three months or the length of time worked by the SNE, whichever is longer, the payment of subsistence allowances referred to in Article 17 is automatically suspended.

Sick leave may not extend beyond the duration of the secondment of the SNE.
3. SNEs who are victims of a work-related injury which occurred during the secondment will continue to receive the subsistence allowance in full throughout the period during which they are unfit for work. These allowances may not, however, be paid beyond the end of the period of secondment.

Article 14
Annual and special leave

1. With the exception of the provisions relating to grade, the rules in force at Frontex on annual and special leave applicable to statutory staff, apply to SNEs.
2. A leave of a SNE is subject to a prior authorisation by his immediate superior. In the event of an unauthorised absence within the meaning of Article 60 of the Staff Regulations, subsistence allowances are not to be paid to the concerned SNE for the duration of such an absence.
3. Upon a duly justified request from the SNE's employer, the SNE may be granted up to two days of special leave in a 12-months period to visit his employer.
4. Days of annual leave not taken by the SNE by the end of the period of the secondment shall be forfeited.

Article 15
Maternity leave

1. The rules in force at Frontex on maternity leave apply to SNEs. While on maternity leave, the SNE receives the subsistence allowances referred to in Article 17.
2. Where the rules that are binding upon the SNE's employer provide for a period of maternity leave longer than that granted by Frontex, the secondment may, at SNE's request, be interrupted for the period by which that leave exceeds the leave granted by Frontex. A period equivalent to the length of interruption of the secondment may be added to the end of the secondment if the interests of Frontex warrant it. Alternatively, a SNE may apply for a suspension of her secondment to cover the periods allowed for maternity leave. In that case, the provisions of Article 9 apply by analogy.

Article 16
Management and control

Day-to-day administrative and financial management, such as calculation and payment of allowances, are the responsibility of Frontex.

Chapter III
Allowances and Expenses

Article 17
Subsistence allowances

1. A SNE is entitled, throughout the period of the secondment, to a daily subsistence allowance and to a monthly subsistence allowance. Where the distance between the place of origin as determined in accordance with Article 18 and the place of secondment is more than 150 km, the daily subsistence allowance shall be 136.10 EUR; where the distance is 150 km or less, SNE receives 25 % of the daily subsistence allowance, which is 34.03 EUR.
2. The monthly subsistence allowance is paid as shown in the table below:

Distance between the place of origin and the place of secondment (km)	Amount in EUR
0 - 150	0
> 150	87.48
> 300	155.52
> 500	252.75
> 800	408.29

> 1300	641.60
> 2000	768.00

3. In a case of cost-free SNEs, the exchange of letters referred to in Article 3(4), stipulates that the allowances referred to in paragraphs 1 and 2 above are not to be paid by Frontex.
4. Subsistence allowances are intended to cover SNE's living expenses in the place of secondment on a flat-rate basis and shall be paid in the currency of the place of secondment. The allowances shall in no circumstances be constructed and understood as a remuneration paid by Frontex.

Before secondment, the SNE's employer certifies to Frontex that during the secondment it will maintain the level of remuneration the SNE was receiving at the time preceding his secondment.

The SNE informs Frontex of any allowance similar to the subsistence allowances paid by Frontex which he has received from other sources. This amount is to be deducted from the subsistence allowances paid by Frontex. Following duly justified request from the employer, Frontex may decide not to make this deduction.
5. Daily subsistence allowances are payable for every day of the week, including during periods of mission, annual leave, special leave and holidays granted by Frontex.
6. When a SNE starts his secondment, the first 75 days of the subsistence allowances to which he is entitled will be advanced in the form of a lump sum and the allowances are not to be paid during the corresponding period. This lump sum is paid by the 25th day of the month for SNEs starting on the first day of the same month. For SNEs starting on the 16th day of the month, this lump sum shall be paid by the 10th day of the following month. If the secondment is ended during the first 75 days, the SNE is obliged to return the amount of allowances corresponding to the remainder of that period.
7. Subsistence allowances shall be paid no later than on the 25th day of each month.
8. The amount of subsistence allowances shall be reviewed annually in line with the provision set for annual update of remuneration of statutory staff in Article 65 of the Staff Regulations. The update to subsistence allowances is to take place in the month following the publication of the update in the Official Journal of the EU. Corporate Governance shall be responsible for implementing this provision and new rates for subsistence allowances shall be published in an Administrative Notice by the Director of Corporate Governance.

Article 18 Place of origin

1. For the purposes of this Decision, a "place of origin" means the place where the SNE performed his duties for his employer immediately prior to the secondment. The place of secondment and the place of origin are defined in the exchange of letters mentioned in Article 3(4).
2. If, six months before his secondment to Frontex as a SNE, the SNE already has his main residence in a place other than that defined in paragraph 1, the place of origin is deemed to be whichever of the places is closer to the place of secondment.
3. Circumstances arising from work done by the SNE at the place of secondment for an administration other than that of the place of secondment, or for an international organisation, shall not be taken into account for the purpose of this Article.

Article 19 Travel expenses

1. SNEs other than cost-free SNEs, are entitled to a reimbursement of the costs of their travel between their place of origin and the place of secondment, as defined in Article 18, at the beginning and at the end of their secondment.

2. Travel expenses are reimbursed in accordance with relevant rules and condition in force at Frontex.
3. By way of derogation from paragraph 1, a SNE who proves that he will be assigned to a place other than his place of origin at the end of the secondment is entitled to a reimbursement of travel expenses to that new place under the conditions laid down in paragraph 2. However, this reimbursement may not be more than the amount that would have been paid had the SNE returned to his place of origin.
4. Frontex does not reimburse any expenses referred to in the preceding paragraphs if they have been met by the employer or any other third party. The Permanent Representation concerned or, as the case may be, the SAC competent authority, IGOs or diplomatic missions of the non-EU member countries concerned inform Frontex to this effect.

Article 20

Missions and mission expenses

1. A SNEs may be sent on mission subject to Article 6.
2. Mission expenses are reimbursed in accordance with the relevant rules and conditions in force at Frontex.

Article 21

Training

SNEs are entitled to attend training courses organised by Frontex if the interests of Frontex warrant it. The interests of the SNE in attending, in particular with view to his reinstatement into his original administration after the secondment, may be considered when a decision is taken on whether to allow him to attend a training course.

Article 22

Administrative provisions

1. SNEs report to the Human Resources and Security Unit of Frontex on their first day of secondment to complete the required administrative formalities. SNEs take up duty on either the first or the sixteenth day of a month.
2. SNEs not seconded to Warsaw report to the appropriate Unit of Frontex.

Chapter IV

Complaints

Article 23

1. Without prejudice to the possibilities for instituting proceedings after taking up his position, under the condition and time limits laid down in Article 263 of the Treaty on the Functioning of the European Union, a SNE may submit a complaint to the Executive Director about an act adopted by Frontex under this Decision which adversely affects him, with the exception of decisions which are direct consequences of decisions taken by his employer.
2. The complaint must be lodged within two months. The period starts to run on the date of notification of the decision to the person concerned, but in no case later than on the date on which the latter received such notification. The Executive Director notifies the person concerned of his reasoned decision within four months from the date on which the complaint was lodged. If at the end of that

period no reply to the complaint has been received, this deems to constitute an implied decision rejecting it.

Chapter V

Final Provisions

Article 24

1. This decision enters into force on the day following the date of its adoption.
2. This Decision repeals and replaces Management Board Decision No 22/2009 of 25 June 2009 laying down rules on the Secondment of National Experts to Frontex as amended by Management Board Decision No 24/2013.

Done in Warsaw, 30 March 2017

For the Management Board



Marko Gašperlin
Chairperson

Our internal ref. HRS/HR/TAP/MABR/637/2026

To all NFPoCs

Call for SNEs at Frontex - Seconded National Expert in Equipment and Logistics Division

Dear Madam/Sir,

I would like to kindly ask for your support in considering a member of your personnel to be proposed for one available post as qualified seconded national expert (SNE) to Frontex in the following profile:

<u>Post Title</u>	Seconded National Expert (1 post in Equipment and Logistics Division)
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- Number of the procedure: SNE/2026/11
- Deadline for applications: 17 August 2026
- Proposed date of starting the secondment: as soon as possible
- Place of secondment: Warsaw, Poland
- Length of secondment: three years that may be renewed if justified in the interest of Frontex
- Level of security clearance: at least at the EU CONFIDENTIAL (CONFIDENTIEL UE). Copy of a Personnel Security Clearance Certificate must be presented to Frontex prior to the start of a secondment.

The secondment is governed by the Management Board Decision 12/2017 of 30 March 2017 on secondment of national experts to Frontex and Decision of the Executive Director R-ED-2016-131 of 30 November 2016 on the levels for security clearance for Frontex posts.

The applications should be submitted via the Permanent Representation Offices using the Specific Application Form annexed to this letter.

We kindly ask you to inform the applicant's employer about the obligations towards the person throughout the period of secondment in accordance with article 1(1) of the Management Board Decision 12/2017 of 30 March 2017 on secondment of national experts to Frontex.

Frontex applies an equal opportunities policy and, subject to the limitations imposed by law, accepts Seconded National Experts 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 all eligible experts 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. We are most welcoming female candidates to improve gender balance among Seconded National Experts.

We kindly call your attention to the fact that only applicants shortlisted for the interview/competency test will be notified about the outcomes (via the respective NFPOC).

The status of the recruitment procedure can be found on Frontex website under this link: [Vacancies \(europa.eu\)](https://vacancies.europa.eu).

Yours faithfully,

Uku Särekanno

*Deputy Executive Director
for Administration and
Information Management*

Annex 1: SNE job profile

Annex 2: Specific Application Form

Annex 3: Management Board Decision 12/2017 of 30 March 2017 on secondment of national experts to Frontex

Annex 4: Decision of the Executive Director R-ED-2016-131 of 30 November 2016 on the levels for security clearance for Frontex posts

Annex 5: form 1A - Employer authorization for Seconded National Expert candidate

VACANCY NOTICE - TEMPORARY STAFF 2(f)

Reference number: RCT-2026-00023

Head of Return Facilities Sector

Post (business title):		Head of Return Facilities Sector (a reserve list to be created for 1 post to be filled)
Short Job Overview:		The role provides great opportunity to join the Return Division, at a time when return is considered one of most important pillars of the EU migration policy. As Head of Return Facilities Sector, the job holder will be responsible for building, maintaining and managing the relationships with Member States’ authorities responsible for pre-return activities. She/he will work with the dedicated team to provide tailored support to the Member States, including through targeted deployments of Standing Corps Return Specialists. The job holder will work with diverse range of internal and external stakeholders, identifying good practices to promote, spotting any gaps to fill, as well as identifying high value initiatives to deliver for the benefit of all Member States.
Sector/Unit/Division:		Return Facilities Sector/ Pre-Return Unit/ Return Division
Function group / Grade / Post title:		Temporary staff 2(f), AD8, Head of Sector ¹
Grade bracket	for internal mobility ² :	AD8-AD12
	for inter-agency mobility ³ :	AD8-AD12 ⁴
Location:		Warsaw, Poland
Starting date:		Fourth quarter of 2026 (desired)
Level of Security Clearance:		SECRET UE/EU SECRET
Closing date for applications		<u>(MIDDAY) 17 August 2026 at 12:00 h⁵, Warsaw local time</u>

Table of Contents

1.	BACKGROUND	3
2.	RETURN DIVISION	4
3.	DUTIES AND RESPONSIBILITIES LINKED TO THE POST	4
4.	ELIGIBILITY CRITERIA	4
4.1.	General/common criteria	4
4.2.	External applicants	5
4.3.	Inter-agency applicants	5
4.4.	Internal applicants	5
5.	SELECTION CRITERIA	5
6.	EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION	6

¹ Type of post: Administrator.

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

³ Ibid.

⁴ Engagement of an inter-agency applicant in grade higher than AD8 is subject to availability of respective grades in the establishment plan at the moment of appointment.

⁵ Date of publication: **15 July 2026**.

7.	SELECTION PROCEDURE	6
8.	APPOINTMENT AND CONDITIONS OF EMPLOYMENT	7
9.	PROTECTION OF PERSONAL DATA	9
10.	REVIEW AND COMPLAINT PROCEDURE	9
11.	APPLICATION PROCEDURE	10

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 balance⁶ 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 Regulation⁷. 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 3,000 to meet its expanding tasks.

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

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps give 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.

⁶ Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Czech, Danish, Dutch, French, German, Icelandic, Irish, Italian, Liechtensteiner, Norwegian, Slovak, Swedish, Swiss.

⁷ 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: <https://www.frontex.europa.eu/>.

2. RETURN DIVISION

Mission

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

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

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

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

- 1. Providing technical and operational assistance to Member States in all stages of the return process;
- 2. Supporting Member States in the organisation and coordination of return operations, including by means of Frontex-organized return operations;
- 3. Providing assistance to Member States in relation to (assisted) voluntary returns;
- 4. Acting, at HQ level, as single point of contact for strategic and operational return matters for the relevant Frontex contingents, other agencies and national authorities;
- 5. Supporting efficient implementation of EU's policy on return.

The Return Division is tasked with the following horizontal responsibilities:

Managing return data;

- a) Providing return analytical capability;
- b) Overseeing business-level management of return IT systems;
- c) Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division in the field of return, 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.

Pre-Return Unit

- a) The Pre-Return Unit (PRE) is led by the Head of Unit who reports to the Director of the Division.
- b) Pre-Return Unit (PRE) is composed of the following entities:
- c) International Cooperation for Return Sector (INTCOR)
- d) Return Facilities Sector (RETFAS)

The main tasks and responsibilities of the Pre-Return Unit (PRE) are as follows:

- a) Supporting Member States in development, organisation, and implementation of pre-return activities;
- b) Providing extended operational support and capacity building of Member States returns systems, including through deployment of Standing Corps Return Specialists;
- c) Planning and evaluation of deployment of Standing Corps Return Specialists profile of the Standing Corps;
- d) Supporting, monitoring and providing operational guidance to the R2 Contingent;

- e) Developing and implementing a coherent and comprehensive approach towards third countries in the field of return;
- f) Developing and implementing technical assistance projects for third countries on return, readmission and reintegration in line with EU's policy on return and readmission;
- g) Providing technical and operational support to Member States in relation to identification and documentation of returnees and with the deployment of return liaison officers;
- h) Developing of operational policies and standard operating procedures, sharing knowledge and best practices, and improving contacts of Member States return experts through knowledge and other products, events and exchange programmes, including but not limited to the return of vulnerable groups, detention and alternatives to detention, identification and documentation, and returnees with a criminal background;
- i) Facilitating and providing training in the field of return for activities under Specific Activity Plan for Return Specialists and Standing Corps' operational training programme;
- j) Contributing to development of strategies and activities in the field of pre-return activities, in line with relevant EU's policy and based on the EIBM multiannual strategic policy cycle and the EIBM Technical and Operational Strategy in close cooperation with STRAT Division.

Return Facilities Sector

The Return Facilities (RETFAS) is led by the Head of Sector who reports to the Head of Unit.

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

- a) Planning, developing, managing and evaluating projects and activities in the area of pre-return in support of Member States;
- b) Contributing to the development of training content and implementing training sessions in the field of pre-return, including the activities under Specific Activity Plan for Return Specialist deployments, and of Standing Corps operational training programme in cooperation with the EBCG Academy and other relevant entities;
- c) Developing operational concept, operational planning and prioritisation of deployment of Standing Corps Return Specialists;
- d) Providing daily support, monitoring and operational guidance to the R2 Contingent;
- e) Setting up strategic objectives and indicators related to Return Specialist operational activities, evaluating operational deployment of Return Specialists and relevant technical equipment;
- f) Supporting development and innovation in the area of pre-return on EU level, including in IT related matters;
- g) Facilitating cooperation with Member States in the field of pre-return, pooling and sharing of information and good practices, developing common standards and procedures in the field of pre-return;
- h) Contributing to development of the Frontex IT platform for return and related modules.

3. DUTIES AND RESPONSIBILITIES HEAD OF RETURN FACILITIES SECTOR

Duties and responsibilities of Head of Sector, Return Facilities (RETFAS):

Reporting to the Head of Pre-Return Unit, the Head of Return Facilities Sector will be responsible for:

- Leading and managing the sector and its staff, on both operational and tactical levels, as well as through proposing strategic directions to the Head of Unit based on the Sector's expertise, and implementing the agreed lines from the management;
- Drafting of and contributing to strategic documents, work plans, policies, processes and procedures in the domain of pre-return as well as supporting the interfaces to other related activities;
- Overseeing, developing and improving the overall processes in the remit of the Sector;
- Planning and prioritisation of Sector's work: distributing responsibilities within the sector (including setting objectives for staff members) and assigning specific tasks and deadlines to staff, including monitoring and execution of the work done;

- Overseeing of the performance of the Sector and quality control of its work, including contribution to KPI achievement and risk management;
- Supervising and coordinating the planning and evaluation of Standing Corps Return Specialists deployments, including cooperation with Standing Corps Return Specialists Contingent and with other entities within Frontex responsible for setting internal plans, policies and procedures related to Standing Corps deployments;
- Supervising and providing direction to research and innovation activities in the field of pre-return;
- Liaising and coordinating with other entities within and outside Frontex within the remit of tasks assigned (such as other Return Division and Frontex entities, EU/Schengen Member States, and other stakeholders);
- Identifying key challenges, needs and good practices in the pre-return domain in the EU and beyond;
- Overseeing the financial activities at Sector level, supporting the Head of Unit in strategic allocation of resources and ensuring the effective budgetary monitoring and implementation;
- Fulfilling the roles of Authorizing Officer (financial responsibility) and Reporting Officer (human resources management);
- Managing the development, implementation, and evaluation of (pilot) projects and activities;
- Ensuring the respect for fundamental rights, the Frontex Codes of Conduct as well as the Agency's Anti-Fraud Strategy;
- Advising and supporting the Head of Unit in coordinating and managing the Unit's cross cutting tasks and activities, including, when appointed, deputising for the Head of Unit during her/his absence;
- Performing any other task as required by the Head of Unit.

4. ELIGIBILITY CRITERIA

To be declared eligible, the applicant must:

4.1. General/common criteria⁸

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 duties⁹.
4. Be physically fit to perform his/her duties.
5. Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level).

4.2. External applicants

Minimum qualifications (university diploma)

1. Possess a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **four years¹⁰ 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 years¹¹**.

⁸ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

⁹ 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.

¹⁰ 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.

¹¹ 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.

Required professional experience

2. Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience in positions corresponding to the nature of duties of the vacant post acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled¹².

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, or - in view of possible reclassification - in grade AD8 (having seniority of at least two years in that grade).

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 CEOS¹³ 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 moving¹⁴.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹⁵.

5. SELECTION CRITERIA

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

Professional qualifications, competences and experience:

1. At least 6 years of relevant experience at the European, regional or national level in dealing with duties related to the tasks assigned.
2. At least 3 years of experience in leading and managing teams.
3. Very good knowledge of the EU legal and policy framework on return, migration, Frontex and fundamental rights in the context of migration.
4. Excellent knowledge of English language - at least at the level of C1 as defined in the Common European Framework of Reference for languages and excellent drafting and communication (including presentation) skills in English.

Besides, the following attributes would be considered advantageous:

5. Experience in putting in place complex processes and procedures, as well as drawing up policies and plans.
6. Experience in managing change.
7. Experience in working across remits, including influencing outside of the direct management chain.

¹² Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies required. Only duly documented professional activity is taken into account.

¹³ 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.

¹⁴ 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.

¹⁵ Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

Personal qualities and competences:

1. Detecting possible optimisations, deriving workable solutions for obstacles in daily processes and formulating alternatives. Daring to see situations from a different perspective.
2. Monitoring the sector by setting milestones on the medium and long term and making sure that they are met. Developing and evaluating processes across various fields of expertise in the sector/office to ensure continuous improvement.
3. Boosting individual performance by assigning the right responsibilities to the right people based on their competencies. Providing guidance by giving customized feedback and addressing individual training needs.
4. Encouraging collaboration across teams by embracing diversity and fostering collective ownership. Building an internal network.
5. Generating results by assuming responsibility for the sector/office, recognising opportunities and acting appropriately. Convincing others by being a role model and encouraging them to persevere.

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 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;
- Up to 20 applicants who are best matching the evaluated selection criteria and provided they have achieved 65% during CV screening will be invited for a written competency test and interview. At least one part of the qualifying written test will be assessed based on anonymised answers. A separate threshold of 60% achieved on the written test is required. Candidates who will not meet this threshold won't be considered for the placement on a reserve list.
- The names of the members of the Selection Committee will be disclosed to the applicants invited for the competency test and interview. Only shortlisted candidates will be contacted.
- The test and interview will be conducted in English;
- The most suitable applicant(s) for the post who have achieved minimum 70% of a combined score in the written competency test and interview will be proposed for a reserve list. An additional interview with the Appointing Authority and/or another relevant manager may be arranged before the Appointing Authority takes the final decision.
- A reserve list may also be used to fill similar vacant posts depending on the needs of Frontex. This reserve list will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

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

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

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant (considering the interests of Frontex) will be selected and appointed¹⁶ by the Appointing Authority of Frontex.

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 duties¹⁷.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the CEOS in function group and grade **AD8**¹⁸. A contract of employment will be offered for a period of five years, with a probationary period of nine months. The contract may be renewed.

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

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

Function group, grade and step	AD8 Step 1	AD8 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	5 389 EUR 22 838 PLN	5 580 EUR 23 648 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 82,30% correction coefficient applicable for Poland):		
b. Household allowance	345 EUR 1 463 PLN	351 EUR 1489 PLN
c. Expatriation allowance	1 173 - 1 437 EUR 4 973 - 6 089 PLN	1 223 - 1 487 EUR 5 182 - 6 302 PLN
d. Dependent child allowances for each child	434 EUR 1 838 PLN	434 EUR 1 838 PLN
e. Preschool allowance	106 EUR 449 PLN	106 EUR 449 PLN
f. Education allowance for each child up to	589 EUR 2 495 PLN	589 EUR 2 495 PLN

The remuneration is expressed in EUR, after the compulsory deductions set out in the Staff Regulations of Officials (the "Staff Regulations")¹⁹ or in any implementing regulations is weighted by the correction coefficient for Poland

¹⁶ Engagement of an inter-agency applicant in grade higher than AD8 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

¹⁷ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of CEOS.

¹⁸ 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.

¹⁹ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

(currently 82.30%). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.2378 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 solidarity levy is 6%.

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, etc.

An accredited European School²⁰ 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 policies²¹; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information²².

Moreover, the Polish authorities²³ may provide benefits to Frontex expatriate staff²⁴, which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

- (a) reimbursement of VAT on purchases of household goods and furniture to assist a newcomer to settle in Warsaw;
- (b) reimbursement of VAT and excise tax (if applicable) on a purchase of motor-vehicle.

Frontex requires selected applicants to undergo a vetting procedure executed by the National Security Authority of the applicants' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. For this post, the **required level of clearance is specified on the title page of the Vacancy Notice**. Applicants who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the applicant shall provide Frontex with an opinion or a personnel security clearance in accordance with relevant national legislation. In case selected applicants do not currently hold a valid security clearance at the above-mentioned level, Frontex will request such from the National Security Authority of the applicants' state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

9. PROTECTION OF PERSONAL DATA

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

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

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁵, in the Management Board Decision No 14/2019²⁶ and in the Decision of the Executive Director No R-ED-2024-106²⁷.

²⁰ More details on the European Schools system available here: [About the Accredited European Schools](https://eursc.eu) (eursc.eu).

²¹ e.g. the school may require the pupil concerned to set language competency exams, etc.

²² You may find contact details by accessing: [International European School*Warsaw](#).

²³ Under the Headquarters Agreement signed between the Agency and Polish authorities in 2017.

²⁴ Polish citizens and permanent residence holders are excluded.

²⁵ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

²⁶ 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.

²⁷ 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.

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 not-selected applicants: the data are filed and stored in archives for 5 years and after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of the reserve list and after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of 10 years after the termination of employment and after this time the data are destroyed.

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

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

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

10. REVIEW AND COMPLAINT PROCEDURE

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

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

11. APPLICATION PROCEDURE

Note: It is required to upload the digital application form saved in its original electronic dynamic PDF format (not scanned). Do not use any e-mail communication to submit your application (for exceptional circumstances see point 6 below) – such an application will be automatically disregarded and will not be recorded and further processed.

Frontex Application Form is to be downloaded (as a dynamic PDF form) from Frontex website under the link provided next to the Reference Number of the post/position. This digital application form is specifically created only for this selection procedure (and shall not be reused for another procedure).

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2023.008.20555. You may download a free version here: <https://get.adobe.com/uk/reader/>).
2. **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
3. Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
4. Be saved and named as follows: 'SURNAME_RCT-2026-00023'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-0023>
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.

DETALŪS METADUOMENYS	
Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SAJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS SIENŲ IR PAKRANČIŲ APSAUGOS AGENTŪROS FRONTEX DARBO SKELBIMŲ ĮVAIRIOMS PAREIGYBĖMS. SNE/2026/11; RCT-2026-00023.
Dokumento registracijos data ir numeris	2026-07-23 Nr. (76.2.5E)S76-763
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-07-23 Nr. G-1936
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Nerijus Aleksiejūnas, Ambasadorius
Sertifikatas išduotas	NERIJUS ALEKSIEJŪNAS LT
Parašo sukūrimo data ir laikas	2026-07-21 16:28:42 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-07-21 16:28:57 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	EID-SK 2016, AS Sertifitseerimiskeskus EE
Sertifikato galiojimo laikas	2024-07-08 21:23:09 – 2029-07-07 23:59:59
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, i.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, i.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	8
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Priedamo dokumento sudarytojas (-ai)	–
Priedamo dokumento pavadinimas (antraštė)	–
Priedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-07-24 12:57:22)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-07-24 12:57:22 DBSIS