



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: 83 lapai.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas

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-2026-00034

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 Situational Assessment Sector AD10	Temporary Staff	I am interested in being included in a reserve list in function group AD and in grade 10 (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 12 years of relevant experience 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 4 years of managerial experience in managing operational teams, and prioritising operational activities. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	3. At least 4 years professional experience in the area of analysis, preferably in the law enforcement or border management domains. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	4. Knowledge and professional experience in development and implementation of strategies, rules, policies, operational processes and guidelines relevant to the tasks assigned. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	5. Excellent drafting skills, experience in drafting reports, briefing notes/memos, concept papers. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	6. Proven professional training (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: CIRAM, data management, advanced analytics, multivariate analysis, business intelligence, predictive analytics, open-source Intelligence (OSINT). Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	7. Work experience within national and/or EU public administration, and international organisations and/or EU Member State migration or law enforcement authorities. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	8. Ability in using Microsoft or other standard IT tools. 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-2026-00034>**

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.				

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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.
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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.

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FRONTEX APPLICATION FORM - RCT-2026-00020

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
Senior Project Manager (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 9 years of proven experience in programme and project management. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	2. At least 5 years of proven and relevant professional experience as team leader/project manager or equivalent responsible for developing processes, introducing innovation and new capabilities and managing conflicting priorities in a fast-paced policy environment with high level of compliance to legislation, internal rules and/or standards. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	3. Experience of at least 3 years in requirements elicitation and analysis, in analysis/modelling tools and techniques (use case diagram, state diagram, entity relationship model etc.), transfers business, users and technical needs into business requirements specification, and leading its implementation and roll-out. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	4. Good knowledge of enterprise architecture, business processes analysis and on software maturity models. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	5. Experience as subject matter expert, providing support in drafting technical specifications and user requirements. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	6. Experience in leading and providing technical solutions and contributions ensuring that specific requirements are integrated in project roadmaps and technical developments in the domain of responsibility. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	7. PRINCE2, PMI, PM2 certificate or equivalent or change management certificate or equivalent. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	8. Experience in preparation and delivery of related deployments and trainings. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	9. Understanding of technical matters of border control-surveillance technology developments. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	10. Knowledge of risk management practices, portfolio management and/or process management and quality management procedures. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	11. Experience of at least 1 year in service management, including continuous improvement. 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-2026-00020>**

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.
--

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.				

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2026-00034

Head of Situational Assessment Sector

Post (business title):	Head of Situational Assessment Sector <i>(a reserve list¹ to be created for 1 post to be filled)</i>
Short job overview:	Head of Situational Assessment Sector leads and coordinates the Sector's operational, strategic, and administrative activities, ensuring the effective management of resources, delivery and development of Situational Assessment products, and consistent implementation of operational policies. Drives continuous improvement, supports informed decision - making through prioritisation and risk management, ensures compliance with data protection and fundamental rights standards, and contributes to the successful planning and execution of Joint Operations.
Sector/Unit/Division:	Head of Situational Assessment Sector in Situational Assessment and Crisis Management Unit · in Operational Management Division
Function group / Grade / Post title:	Temporary staff 2(f), AD10, Head of Sector ²
Grade bracket for internal mobility ³ :	AD8 - AD12
Grade for inter-agency mobility ⁴ :	AD8 - AD12 ⁵
Location:	Warsaw, Poland
Starting date:	Fourth quarter 2026 (desired)
Level of Security Clearance:	CONFIDENTIAL UE / EU CONFIDENTIAL
Closing date for applications	<u>(MIDDAY) 01 September 2026 at 12:00 h⁶, Warsaw local time</u>

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

² Type of post: Administrator.

³ For existing EU temporary staff 2(f) applicants for whom Article 55 of the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

⁴ Ibid 2.

⁵ Engagement of an applicant in grade higher than AD10 is conditional upon the availability of respective grades in the establishment plan at the moment of appointment.

⁶ Date of publication: 30 July 2026.

While Frontex selects its new staff based on their merits and without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation, Frontex is a very inclusive workplace that strives to improve the gender and geographical balance⁷ among its staff to the widest possible extent, as well striving to foster diversity, amongst others, in terms of race, ethnic or social origin, genetic features, language, disability, age, etc. Therefore, female candidates as well as candidates with any diverse background that are fulfilling the selection criteria are strongly encouraged to apply.

Frontex is looking for talented women and men to establish a reserve list of experienced professionals with high level of personal integrity, responsibility, confidentiality, adhering to EU values, the principles of equal opportunities and equal treatment as well as fundamental rights.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁸. The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to meet its expanding tasks.

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

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

- Operational and technical assistance to the EU member states at their external borders by coordinating joint border control operations including deployment of vessels, aircraft and other equipment and border and coast guards from EU countries;
- Coordination of border surveillance and law enforcement activities being part of maritime security in cooperation with national authorities and EU agencies such as Europol, EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis of all aspects of border and coast guard management, including assessment of the EU Member States' border control authorities' ability to face migratory pressure and different challenges at their external borders;
- Assisting Member States in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;
- Development of training programmes for European border and coast guards;
- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border and coast guard authorities;
- Cooperation with EU and international organisations in the area of border and coast guard management, security, and prevention of cross-border crime (including terrorism);
- Assist non-EU countries in the context of technical and operational cooperation on border management including return of non-EU nationals, in the framework of the EU external relations policy.

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

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

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

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

2. OPERATIONAL MANAGEMENT DIVISION:

Operational Management Division

The mission of the Operational Management Division (OMD) is to oversee and manage Frontex operations, monitor and assess the near-real-time situation at the EU external borders and in the designated pre-frontier areas. It ensures the development of the Frontex Chain of Command (FC2), guarantees the Agency's preparedness and activates the crisis management mechanism when the circumstances indicate that extraordinary operational response, including rapid border intervention, should be put in place.

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

- a) Ensuring correct implementation of Operational Plans at Member States' external borders and on the territory of Third Countries in compliance with the applicable legal framework and the principles of fundamental rights, while seeking to improve border management efficiency and excellence at the EU's external borders and beyond;
- b) Monitoring the security situation and developments in operational areas to activate crisis response mechanisms when necessary;
- c) In performing its tasks and responding to the need for effective oversight, ensuring daily operational supervision of Frontex contingents, including outstanding situations, and providing standardisation and guidelines for their work;
- d) Managing the Frontex Operations Centre (OPC), offering an integrated coordination platform for the implementation of all operational activities performed by Frontex;
- e) Providing and ensuring an up-to-date 24/7 situation monitoring and early warning mechanism by issuing ad-hoc reports, early alerts on developments affecting EU integrated border management;
- f) Contributing to Agency crisis management-related plans and procedures that outline actions to be taken in operational crisis situations, as well as conducting regular awareness sessions and exercises to ensure staff preparedness and familiarity with crisis response protocols;
- g) Executing the Serious Incident Reporting (SIR) and Use of Force (UFR) reporting procedures;
- h) Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division with due considerations to the dynamics of the organisation, its reorganisation process and final outcomes, as well as instructions expressed by the Executive Management of the Agency.

Operational Management Division is tasked with the following horizontal responsibilities:

- a) Joint definition of intelligence-driven operational priorities in close cooperation with other Frontex entities;
- b) Operating an Agency-wide EUROSUR service desk function and the management of Joint Service Management Desk, together with the EIBM Intelligence Division. The service, jointly staffed by Operations Directorate and INTEL, is established within the Frontex Operations Centre (OPC);
- c) Contributing to the recommendations for the Operational Planning Division for preparing Operational Plans and outlining other future activities;
- d) Offering a 24/7 centralized infrastructure to other entities, for the coordination of operational activities.

Situational Assessment and Crisis Management Unit

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

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

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

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

- a) Monitoring the implementation of Frontex intelligence activities, in cooperation with EIBM Intelligence Division;
- b) Providing short-term tactical assessments of the situation at the EU external borders and in the pre-frontier area (N+2 weeks) with actionable recommendations for an operational response by the Contingent Management Unit, Frontex Contingents, and other Agency entities;
- c) Coordinating the establishment of tactical priorities among Frontex operational activities;
- d) Coordinating and defining information collection needs for operational activities in cooperation with other Frontex entities and host countries;
- e) Creating the information collection process during Frontex operational activities by defining and guiding the information exchange between Frontex Field Contingents with Frontex HQ;
- f) Coordinating and delivering crisis management activities for the Agency and with external partners during the activation, response and lessons learnt phases;
- g) Monitoring global, potential crisis situations for the Agency in terms of executing its tasks and providing assessments by utilizing all available sources in order to enhance crisis response;
- h) Developing and maintaining crisis management infrastructure for the Agency and integrating it with external processes to create a cohesive crisis management ecosystem.

❖ Situational Assessment Sector

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

The main tasks and responsibilities of the Situational Assessment Sector are as follows:

- a) Defining information requirements for operational activities in cooperation with other Frontex entities;
- b) Coordinating the information collection process during Frontex operational activities, defining and guiding information exchange;
- c) Collecting, aggregating and assessing data from internal and external information sources to provide the Frontex Contingents, Frontex Units and other external stakeholders with actionable information;
- d) Providing regular (N+2 weeks) and ad-hoc tactical assessments of the situation at the EU external borders and the pre-frontier areas in Third Countries hosting Joint Operations;
- e) Creating recommendations, contributions and briefings on operational measures to be taken in response to the situation at the external borders of the EU;
- f) Anticipating short-term deployment needs and creating recommendations for the Contingent Management Unit accordingly;
- g) Further developing and maintaining a fully-fledged short-term operational prioritisation model and defining tactical operational priorities for the Frontex Operations Centre and the Contingent Management Unit.

During the execution of its tasks, Situational Assessment Sector maintains close collaboration, among others, with the EIBM Intelligence Division (INTEL).

❖ Crisis Management Sector

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

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

- a) Performing situational assessment to detect phenomena that could evolve into critical situations for the Agency and raising awareness to enhance reaction capacities of Frontex;
- b) Delivering and contributing to trainings and organising awareness session to ensure institutional readiness and the staff awareness of the crisis management framework;
- c) Managing framework contracts and projects in the domain of crisis management;
- d) Implementing crisis management processes, activation response, and lessons learned at Agency level, as well as identifying gaps and shortcomings in the crisis management framework;

- e) Contributing to the development of crisis management related procedures in cooperation with other Frontex entities;
- f) Creating, preparing and maintaining a physical crisis management infrastructure within the OPC;
- g) Hosting and supporting the coordination of crisis response activities during crisis;
- h) Cooperating with external crisis management entities and provide assistance to external stakeholders when requested;
- i) Facilitating the harmonization and alignment of crisis management processes with other cross divisional processes.

During the execution of its tasks, Crisis Management Sector maintains constant collaboration with other relevant entities of the Agency to ensure timely activation of the crisis management mechanism.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Situational Assessment and Crisis Management Unit, the Head of Situational Assessment Sector will be responsible for:

- Managing the human and financial resources of the Sector, including assessment of individual performances, balanced workload, wellbeing and personal development of staff.
- Supervising the timely delivery and the continuous development of Situational Assessment products.
- Ensuring that the necessary guidance is provided to the Contingents on application of operational policies and standard operating procedures linked to screening and debriefing activities.
- Oversee periodical prioritisation exercises and draft strategic documents, internal policies, and best practices to optimize human and technical resource utilization and continuously improve situational assessment and information collection in Joint Operations.
- Reporting regularly, identifying, timely flagging risks and proactively proposing measures for solving challenges or for seizing opportunities.
- Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility.
- Ensuring data protection, fundamental rights and transparency rules conformity in all Sector's activities.
- Performing other tasks and responsibilities assigned by the Head of Unit.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁹

1. Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen.
2. Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.
3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹⁰.
4. Be physically fit to perform his/her duties.
5. Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level).

4.2. External applicants

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

¹⁰ Prior to engagement the selected applicant will be required to provide appropriate character references as to his/her suitability for the performance of duties (such as a criminal record certificate or equivalent certificate, not older than six months) as well as a compulsory declaration before engagement in Frontex and a declaration in relation to interests that might be considered prejudicial to his/her independence.

Minimum qualifications (university diploma)

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

or

Possess a level of education which corresponds to **completed university studies** attested by a diploma followed by **at least one year full-time professional experience**, when the normal period of university education is **at least three years¹²**

or

Possess **professional training¹³** (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: CIRAM, data management, advanced analytics, multivariate analysis, business intelligence, predictive analytics, open-source Intelligence (OSINT).

Additionally, after having completed the above-mentioned training, the candidates should demonstrate **minimum relevant professional experience** as indicated below:

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

Required professional experience

2. Possess (by the closing date for applications) at least **12 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 fulfilled¹⁴.

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.

¹¹ Diploma [recognized by any EU Member State](#) to be at EQF levels 6 or higher; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

¹² Diploma [recognized by any EU Member State](#) to be at EQF level 6; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

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

¹⁴ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies or professional training required. Only duly documented professional activity is taken into account.

4.3 Internal applicants

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

4.4 Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS¹⁵ within their agency in a grade and function group corresponding to the published grade bracket.
2. Have at least two years' service within their agency before moving¹⁶.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹⁷.

5. SELECTION CRITERIA

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

Professional qualifications, competencies and experience required:

1. At least 12 years of relevant experience in dealing with duties related to the tasks assigned.
2. At least 4 years of managerial experience in managing operational teams, and prioritising operational activities.
3. At least 4 years professional experience in the area of analysis, preferably in the law enforcement or border management domains.
4. Knowledge and professional experience in development and implementation of strategies, rules, policies, operational processes and guidelines relevant to the tasks assigned.
5. Excellent drafting skills, experience in drafting reports, briefing notes/memos, concept papers.
6. Proven professional training (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: CIRAM, data management, advanced analytics, multivariate analysis, business intelligence, predictive analytics, open-source Intelligence (OSINT).

Besides, the following attributes would be considered advantageous:

7. Work experience within national and/or EU public administration, and international organisations and/or EU Member State migration or law enforcement authorities.
8. Ability in using Microsoft or other standard IT tools.

Personal qualities and competences:

9. Detecting possible optimisations, deriving workable solutions for obstacles in daily processes and formulating alternatives. Daring to see situations from a different perspective.

¹⁵ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials (the "Staff Regulations") and the Conditions of Employment of Other Servants (the "CEOS") of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

¹⁶ Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

¹⁷ Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

10. 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 to ensure continuous improvement.
11. 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.
12. Encouraging collaboration across teams by embracing diversity and fostering collective ownership. Building an internal network.
13. 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 accepts applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

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 10 applicants who are best matching the evaluated selection criteria and provided they have achieved minimum 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 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(s) who have achieved minimum 70 % of the combined score in the 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 similar¹⁸ vacant posts depending on the needs of Frontex. This reserve list will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

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

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

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

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 will be selected and appointed¹⁹ by the Appointing Authority of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- Be physically fit to perform the duties²⁰.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD10**²¹.

A contract of employment will be offered for a period of five years²², 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	AD10 Step 1	AD10 Step 2
1. Basic net/payable salary (after all deductions, contributions and taxes are applied)	6 612 EUR 28 019 PLN	6 833 EUR 28 955 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):		
a) Household allowance	386 EUR 1 637 PLN	394 EUR 1 670 PLN
b) Expatriation allowance	1 502 - 1 772 EUR 6 366 - 7 510 PLN	1 565 - 1 837 EUR 6 634 - 7 783 PLN
c) Dependent child allowances for each child	434 EUR 1 838 PLN	434 EUR 1 838 PLN
d) Preschool allowance	106 EUR 449 PLN	106 EUR 449 PLN
e) 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 or in any implementing regulations is weighted by the correction coefficient for Poland (currently 82.30). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.2378 PLN/EUR).

¹⁹ Engagement of an inter-agency applicant in a grade higher than AD10 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

²⁰ Before the engagement, the successful applicant shall be medically examined by a medical centre designated by Frontex.

²¹ 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.

²² Specific rules will apply in case of internal or inter-agency mobility.

The remuneration of the staff members, the correction coefficient and the exchange rate are updated, in principle, annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays days per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

An accredited European School²³ 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 policies²⁴; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information²⁵.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities²⁶ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²⁷, which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

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

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

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

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

For further information on working conditions please refer to the Staff Regulations and the CEOS.

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

²³ More details on the European Schools system available here: [About the Accredited European Schools](https://eursc.eu) (eursc.eu).

²⁴ E.g. the school may require the pupil concerned to set language competency exams, etc.

²⁵ You may find contact details by accessing: [International European School*Warsaw](https://www.international-european-school-warsaw.eu)

²⁶ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²⁷ Polish citizens and permanent residence holders are excluded.

opinion at the above-mentioned level after the signature of the contract of employment Frontex has the right to terminate the contract of employment.

9. PROTECTION OF PERSONAL DATA

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

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

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁸, in the Management Board Decision No 14/2019²⁹ and in the Decision of the Executive Director No R-ED-2024-106³⁰.

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

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

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

- For applications received from not-selected applicants: the data are filed and stored in archives for **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 concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and 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 HR 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).

²⁸ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

²⁹ 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.

³⁰ 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.

10. REVIEW AND COMPLAINT PROCEDURE

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

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:

- Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2021.001.20155. You may download a free version [here](https://get.adobe.com/uk/reader/)).
- **Not be manipulated or altered.** The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
- Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
- Be saved and named as follows: 'SURNAME_RCT-2026-00034'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00034>
- 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 clearly indicating in the subject of the email the reference number of the post/position and the post (business) title.

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

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

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

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

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

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2026-00020

Senior Project Manager

Post (business title):	Senior Project Manager in EUROSUR Business Capabilities Sector, Digital Services Unit, Security and Information Management Division (1 post) <i>(a reserve list to be created for 1 post to be filled)</i>
Short job overview:	The role of the Senior Project Manager is to ensure an effective development and implementation of EUROSUR integrated framework and processes within the EUROSUR Programme and its daily operation and evolution during the Operation and Continuous Improvement stage from 2027 onwards, in context of strengthening the Agency's situational awareness and operational response capacities. The position requires proven managerial experience in leading teams of international experts, preferably in the domain of border management.
Sector/Unit/Division:	EUROSUR Business Capabilities Sector / Digital Services Unit / Security and Information Management Division
Function group / Grade / Post title:	Temporary staff, AD8, Senior Officer
Grade bracket for internal mobility ¹ :	AD8-AD12
Grade for inter-agency mobility ² :	AD8-AD12
Location:	Warsaw, Poland
Starting date:	Fourth quarter 2026 (desired)
Level of Security Clearance:	CONFIDENTIAL UE / EU CONFIDENTIAL
Closing date for applications	<u>(MIDDAY) 10 September 2026 at 12:00 h³, Warsaw local time</u>

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¹ For existing EU temporary staff 2(f) applicants for whom Article 55 of the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

² Engagement of an inter-agency applicant in grade higher than AD8 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

³ Date of publication: 30 July 2026.

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 balance⁴ 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 Regulation⁵. 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 meet its expanding tasks.

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

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

- Operational and technical assistance to the EU member states at their external borders by coordinating joint border control operations including deployment of vessels, aircraft and other equipment and border and coast guards from EU countries;
- Coordination of border surveillance and law enforcement activities being part of maritime security in cooperation with national authorities and EU agencies such as Europol, EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis of all aspects of border and coast guard management, including assessment of the EU Member States' border control authorities' ability to face migratory pressure and different challenges at their external borders;
- Assisting Member States in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;
- Development of training programmes for European border and coast guards;
- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border and coast guard authorities;
- Cooperation with EU and international organisations in the area of border and coast guard management, security, and prevention of cross-border crime (including terrorism);
- Assist non-EU countries in the context of technical and operational cooperation on border management including return of non-EU nationals, in the framework of the EU external relations policy.

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management. Frontex and its staff are committed to the

⁴ Under-representation is specifically observed amongst the following nationalities: Austrian, Belgian, Czech, Danish, Dutch, French, German, Icelandic, Irish, Italian, Liechtensteiner, Norwegian, Slovak, Swedish, Swiss.

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

values of Professionalism, Respect, Cooperation, Accountability and Care.

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

2. SECURITY AND INFORMATION MANAGEMENT DIVISION

The mission of the Security and Information Management Division is to provide horizontal business support in the area of digital and security. The Division is responsible for EUROSUR and business capabilities and provides project management capabilities in the Agency.

The Security and Information Management Division is composed of the following entities:

- (a) Digital Services Unit (DIG);
- (b) Security Unit (SEC);
- (c) Project Management Office (PROM).

Digital Services Unit - organisation and main tasks and responsibilities

The Digital Services Unit (DIG) is led by the Head of Unit who reports to the Director of the Division.

The Digital Services Unit is composed of the following sectors:

- (a) Digital Projects Sector (DPS);
- (b) Digital Operations Sector (DOS);
- (c) Cyber Security Sector (CSS);
- (d) EUROSUR Business Capabilities Sector (EUROSUR).

The main tasks and responsibilities of the Digital Services Unit are as follows:

- (a) acting as centre of expertise and support in the field of digitalisation, information and communication technologies;
- (b) coordinating the implementation of the Information Management Framework and ICT Strategy;
- (c) anticipating and defining the needs of the Agency in terms of capabilities pertaining to information superiority to foster European Union Integrated Border Management;
- (d) centralising the management of the Frontex ICT infrastructure, relevant investments, digital services/business applications, products delivery and cybersecurity management;
- (e) developing and implementing of EUROSUR business capabilities.

EUROSUR Business Capabilities Sector (EUROSUR)

1. EUROSUR is led by the Head of Sector who reports to the Head of Digital Services Unit.
2. The main tasks and responsibilities of the EUROSUR Business Capabilities Sector are as follows:
 - (a) developing and implementing EUROSUR business capabilities in line with the EUROSUR programme;
 - (b) coordinating the biennial reporting on EUROSUR (Art. 121) and other communications to internal and external stakeholders on the implementation and development of this Integrated Framework;
 - (c) design and delivery of capacity building activities on EUROSUR;
 - (d) coordinating the Agency contributions to the activities of the EUROSUR Security Accreditation Board;
 - (e) product and content management of applications and tools used for EUROSUR purposes (such as JORA and FOSS), including training and awareness sessions;
 - (f) work on CISE (Common Information-Sharing Environment) and the development of the Frontex Positioning System.

Management Board Decision 45/2023 foresees establishment of a new **EUROSUR and Business Capability Unit** within the Security and Information Management Division. In the first stage of implementation, the functions performed by the Information Fusion Centre related to the development, implementation and provision of EUROSUR business capabilities are relocated to a EUROSUR Business Capabilities Sector in the Digital Services Unit.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Duties and responsibilities of Senior Project Manager in EUROSUR Business Capabilities Sector:

Reporting to the Head of Sector, the job holder will be responsible for the following tasks:

- Supporting on the EUROSUR integrated framework for information exchange programme and project management to lead advanced data and information exchange and situational awareness solutions adoption, with core functions of governance, transformation and automation.
- Supporting business experts and product owners during definition of EUROSUR requirements and services development.
- Ensuring the implementation of business, users, and technical and security needs into requirements specification and maintaining and tracking requirements throughout the lifecycle of EUROSUR ecosystem of tools and capabilities.
- Supporting and task management of the deployment of EUROSUR integrated framework product and services in the implementation of projects, including business implementation and change management.
- Encouraging the flexible evolution of the EUROSUR integrated framework as the organization matures on its intelligence-driven organization journey.
- Estimating and managing budget for EUROSUR operational and continuous improvement projects.
- Providing strategic advice on, and support the planning, monitoring and coordination of the activities and processes of the Sector;
 - Contributing to, designing, monitoring and/or reporting of the implementation and operation of EUROSUR integrated framework, and ensuring that their quality inputs are in line with the strategic objectives of the Agency;
 - In cooperation with other business entities, leading the design, planning and implementation of EUROSUR programme and projects, their objective setting and development of subsequent implementation measures;
 - Identifying, assessing and proposing new (multi-annual) operational programs developing EUROSUR business capabilities related activities. Monitoring and reporting on their progress and advising business entities on their follow-up measures;
 - Supporting the integration of Sector's outputs into the operational planning and implementation by the Agency's respective internal entities;
 - Contributing to the planning and monitoring of the Sector's activities;
 - Establishing and maintaining stakeholder cooperation with multiple internal and external stakeholders in relation to the tasks;
 - Coordinating the organization of meetings and conferences and acting as a chairperson when assigned to;
 - Monitoring developments on EU policies and the Agency's strategic framework, including TO EIBM, within the remits of the Sector's responsibility and providing assessments and recommendations on possible impact on operational activities;
 - Representing the Agency in different external fora in relation to the tasks;
 - Performing other tasks and responsibilities assigned by the Head of Sector / Unit.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁶

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.

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

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 duties⁷.
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 years⁸ 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 years⁹.

Required professional experience

2. Possess (by the closing date for applications) at least **9 years** of proven full-time professional experience acquired after the diploma was awarded and (at the same time) after the condition(s) described in the criterion above are fulfilled¹⁰.

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

4.3 Internal applicants

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

4.4 Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS¹¹ within their agency in a grade and function group corresponding to the published grade bracket.

⁷ 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.

⁸ Diploma recognized by any EU Member State to be at EQF levels 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.

⁹ 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.

¹⁰ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies or professional training required. Only duly documented professional activity is taken into account.

¹¹ 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.

2. Have at least two years' service within their agency before moving¹².
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹³.

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, competencies and experience required:

1. At least 9 years of proven experience in programme and project management.
2. At least 5 years of proven and relevant professional experience as team leader/project manager or equivalent responsible for developing processes, introducing innovation and new capabilities and managing conflicting priorities in a fast-paced policy environment with high level of compliance to legislation, internal rules and/or standards.
3. Experience of at least 3 years in requirements elicitation and analysis, in analysis/modelling tools and techniques (use case diagram, state diagram, entity relationship model etc.), transfers business, users and technical needs into business requirements specification, and leading its implementation and roll-out.
4. Good knowledge of enterprise architecture, business processes analysis and on software maturity models.
5. Experience as subject matter expert, providing support in drafting technical specifications and user requirements.
6. Experience in leading and providing technical solutions and contributions ensuring that specific requirements are integrated in project roadmaps and technical developments in the domain of responsibility.

Besides, the following attributes would be considered advantageous:

7. PRINCE2, PMI, PM2 certificate or equivalent OR Change management certificate or equivalent.
8. Experience in preparation and delivery of related deployments and trainings.
9. Understanding of technical matters of border control-surveillance technology developments.
10. Knowledge of risk management practices, portfolio management and/or process management and quality management procedures.
11. Experience of at least 1 year in service management, including continuous improvement.

Personal qualities and competences:

12. Ability to work independently as well as lead a multicultural team, coordinating work and motivating staff to achieve objectives while presenting a strong result-oriented approach and sense of accountability.
13. Strong analytical, problem solving and conflict resolution skills, and capable of leading multiple workstreams.
14. Good command of English, written and oral (as the required working language) and ability to effectively communicate, summarise complex issues and negotiate.
15. Ability to work under pressure and respond to changes in a rapidly evolving work environment, strong customer-service orientation demonstrated by sense of initiative and responsibility and interpersonal and communication skills.

¹² 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.

¹³ Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

6. EQUAL OPPORTUNITIES, DIVERSITY & INCLUSION

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

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 minimum 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 will not be considered for placement on the reserve list;
- The names of the members of the Selection Committee will be disclosed to the applicants invited for the test and interview. Only shortlisted candidates will be contacted;
- The test and interview will be conducted in English;
- The most suitable applicant (s) for the post who have achieved minimum 70% of the total competency test and interview score 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 will be selected and appointed by the Appointing Authority of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;

- Be physically fit to perform the duties¹⁴.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD8**¹⁵.

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 (<i>after all deductions, contributions and taxes are applied</i>)	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 (<i>expressed as gross amount weighted by 82.30 % correction coefficient applicable for Poland</i>):		
a) Household allowance	345 EUR 1 463 PLN	351 EUR 1 489 PLN
b) Expatriation allowance	1 173 - 1 437 EUR 4 973 - 6 089 PLN	1 223 - 1 487 EUR 5 182 - 6 302 PLN
c) Dependent child allowances for each child	434 EUR 1 838 PLN	434 EUR 1 838 PLN
d) Preschool allowance	106 EUR 449 PLN	106 EUR 449 PLN
e) 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 or in any implementing regulations is weighted by the correction coefficient for Poland (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, in principle, annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country. In addition, there are on average 18 public holidays days per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

An accredited European School¹⁶ 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

¹⁴ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

¹⁵ 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. Engagement of an inter-agency applicant in grade higher than AD8 will be possible subject to availability of respective grades in the establishment plan at the moment of appointment.

¹⁶ More details on the European Schools system available here: [About the Accredited European Schools \(eusc.eu\)](https://eusc.eu).

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 policies¹⁷; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information¹⁸.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities¹⁹ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²⁰, which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

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

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

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

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

For further information on working conditions please refer to the Staff Regulations and the CEOS.

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

9. PROTECTION OF PERSONAL DATA

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

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

The legal basis for the selection procedures of temporary staff is defined in the CEOS²¹.

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.

¹⁷ E.g. the school may require the pupil concerned to set language competency exams, etc.

¹⁸ You may find contact details by accessing: International European School*Warsaw

¹⁹ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²⁰ Polish citizens and permanent residence holders are excluded.

²¹ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

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

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

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

- For applications received from not-selected applicants: the data are filed and stored in archives for **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 concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and 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 HR 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 candidate may request feedback on assessment of his or her application as established by the Selection Committee.
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.
- After Frontex takes a formal decision on candidate's application, he/she may lodge a complaint.

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:

- Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2021.001.20155. You may download a free version here: <https://get.adobe.com/uk/reader/>).

- **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
- Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
- Be saved and named as follows: 'SURNAME_RCT-2026-00020'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00020>
- 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 clearly indicating in the subject of the email the reference number of the post/position and the post (business) title.

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

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

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

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

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

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-2026-00019

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 Contingent Management Sector West AD9	Temporary Staff	I am interested in being included in a reserve list in function group AD and in grade 9 (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 12 years of relevant experience 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 4 years of professional experience in managing operational teams, developing operational processes, introducing innovation and managing conflicting priorities in a fast-paced policy environment. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	3. Experience obtained at Headquarters level in a Operations Department, related with tasks of operational supervision and monitoring. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	4. Knowledge and professional experience in development and implementation of strategies, rules, policies, operational processes and guidelines relevant to the tasks assigned. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	5. Excellent drafting skills, experience in drafting reports, briefing notes/memos, concept papers. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	6. Proven professional training (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings (Search and Rescue training) and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: Leadership, PM2, crisis management, safety and security (incl. field security), border management, cross-border crime (incl. smuggling of goods, trafficking in human beings) or operational contingency planning. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	

17.	7. Work experience within national and/or EU public administration, and international organisations and/or EU Member State migration or law enforcement authorities. Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):	
17.	8. Ability in using Microsoft or other standard IT tools. 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-2026-00019>**

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.				

VACANCY NOTICE - TEMPORARY STAFF

Reference number: RCT-2026-00019

Head of Contingent Management Sector West

Post (business title):	Head of Contingent Management Sector West (a reserve list ¹ to be created for 1 post to be filled)
Short job overview:	The Head of Sector (HoS) in Contingent Management Unit, answering directly to the Head of Unit, will be responsible for leading several Teams assigned to the respective Sector. The tasks assigned to Sector will be essentially related with the implementation and development of field operations under the domain of Border and Coast Guard. Additional to the above stated, the HoS will also have a relevant role in assisting, advising, and supporting the Head of Unit with the general management of the Unit.
Sector/Unit/Division:	Contingent Management Sector West / Contingent Management Unit / Operational Management Division
Function group / Grade / Post title:	Temporary staff 2(f), AD9, Head of Sector ²
Grade bracket for internal mobility ³ :	AD8 - AD12
Grade for inter-agency mobility ⁴ :	AD8 - AD12 ⁵
Location:	Warsaw, Poland
Starting date:	Fourth quarter 2026 (desired)
Level of Security Clearance:	SECRET UE/EU SECRET
Closing date for applications	<u>(MIDDAY) 02 September 2026 at 12:00 h⁶, Warsaw local time</u>

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

² Type of post: Administrator.

³ For existing EU temporary staff 2(f) applicants for whom Article 55 of the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

⁴ Ibid 3

⁵ Engagement of an applicant in grade higher than AD9 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

⁶ Date of publication: 31 July 2026.

While Frontex selects its new staff based on their merits and without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation, Frontex is a very inclusive workplace that strives to improve the gender and geographical balance⁷ among its staff to the widest possible extent, as well striving to foster diversity, amongst others, in terms of race, ethnic or social origin, genetic features, language, disability, age, etc. Therefore, female candidates as well as candidates with any diverse background that are fulfilling the selection criteria are strongly encouraged to apply.

Frontex is looking for talented women and men to establish a reserve list of experienced professionals with high level of personal integrity, responsibility, confidentiality, adhering to EU values, the principles of equal opportunities and equal treatment as well as fundamental rights.

1. BACKGROUND

The European Border and Coast Guard Agency (Frontex) has been established under the European Border and Coast Guard Regulation⁸. The agency was created on the foundations of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (established under Council Regulation (EC) No 2007/2004), which has been coordinating operational activities at the EU external border since 2005.

Frontex is located in Warsaw, Poland, and is in the process of significantly increasing the size of its staff to meet its expanding tasks.

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

With the establishment of the Standing Corps - the first European law enforcement uniformed corps - Frontex offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The establishment and operations of the Standing Corps gives rise to various novel legal challenges and risks. The selected candidate will have a chance to significantly contribute to the application of the EU law in this area by developing creative legal solutions in cooperation with internal and external partners.

The Agency's key tasks include:

- Operational and technical assistance to the EU member states at their external borders by coordinating joint border control operations including deployment of vessels, aircraft and other equipment and border and coast guards from EU countries;
- Coordination of border surveillance and law enforcement activities being part of maritime security in cooperation with national authorities and EU agencies such as Europol, EMSA and EFCA;
- Situation monitoring of EU's external borders and risk analysis of all aspects of border and coast guard management, including assessment of the EU Member States' border control authorities' ability to face migratory pressure and different challenges at their external borders;
- Assisting Member States in returning nationals of non-EU countries who do not have the right to remain on the territory of the EU;
- Development of training programmes for European border and coast guards;
- Monitoring new technological developments in the field of border control and acting as an interface between research institutions, industry and national border and coast guard authorities;
- Cooperation with EU and international organisations in the area of border and coast guard management, security, and prevention of cross-border crime (including terrorism);
- Assist non-EU countries in the context of technical and operational cooperation on border management including return of non-EU nationals, in the framework of the EU external relations policy.

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

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

In all its activities, Frontex enforces actions which are respecting fundamental rights as an overarching component of the European Integrated Border Management.

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

2. OPERATIONAL MANAGEMENT DIVISION

OPERATIONAL MANAGEMENT DIVISION

The mission of the Operational Management Division (OMD) is to oversee and manage Frontex operations, monitor and assess the near-real-time situation at the EU external borders and in the designated pre-frontier areas. It ensures the development of the Frontex Chain of Command (FC2), guarantees the Agency's preparedness and activates the crisis management mechanism when the circumstances indicate that extraordinary operational response, including rapid border intervention, should be put in place.

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

- a) Ensuring correct implementation of Operational Plans at Member States' external borders and on the territory of Third Countries in compliance with the applicable legal framework and the principles of fundamental rights, while seeking to improve border management efficiency and excellence at the EU's external borders and beyond;
- b) Monitoring the security situation and developments in operational areas to activate crisis response mechanisms when necessary;
- c) In performing its tasks and responding to the need for effective oversight, ensuring daily operational supervision of Frontex contingents, including outstanding situations, and providing standardisation and guidelines for their work;
- d) Managing the Frontex Operations Centre (OPC), offering an integrated coordination platform for the implementation of all operational activities performed by Frontex;
- e) Providing and ensuring an up-to-date 24/7 situation monitoring and early warning mechanism by issuing ad-hoc reports, early alerts on developments affecting EU integrated border management;
- f) Contributing to Agency crisis management-related plans and procedures that outline actions to be taken in operational crisis situations, as well as conducting regular awareness sessions and exercises to ensure staff preparedness and familiarity with crisis response protocols;
- g) Executing the Serious Incident Reporting (SIR) and Use of Force (UFR) reporting procedures;
- h) Performing any other tasks not listed above that are necessary to achieve the goals and implement the mission of the Directorate/Division with due considerations to the dynamics of the organisation, its reorganisation process and final outcomes, as well as instructions expressed by the Executive Management of the Agency.

Operational Management Division is tasked with the following horizontal responsibilities:

- a) Joint definition of intelligence-driven operational priorities in close cooperation with other Frontex entities;
- b) Operating an Agency-wide EUROSUR service desk function and the management of Joint Service Management Desk, together with the EIBM Intelligence Division. The service, jointly staffed by Operations Directorate and INTEL, is established within the Frontex Operations Centre (OPC);
- c) Contributing to the recommendations for the Operational Planning Division for preparing Operational Plans and outlining other future activities;
- d) Offering a 24/7 centralized infrastructure to other entities, for the coordination of operational activities.

CONTINGENT MANAGEMENT UNIT

Contingent Management Unit (CMU) is led by the Head of Unit who reports directly to the Director of the Division. The Frontex Contingents are to be clustered geographically into two regional groups, namely West and East. They are complemented by a Sector responsible for standardisation of the daily activities of the Frontex Contingents including guidelines for the Frontex Contingent Commanders, Section and Group Leaders.

The Unit is composed of the following Sectors:

- a) Contingent Management Sector West (CMW);
- b) Contingent Management Sector East (CME);
- c) Contingent Standardisation Sector (CST).

The main responsibilities and tasks of the Contingent Management Unit are as follows:

- a) Ensuring the implementation of the Operational Plans by the Frontex Contingents, host and participating countries of Joint Operations;
- b) Tasking Frontex Contingents and Joint Operations where the Frontex Chain of Command is not implemented;
- c) Supporting, monitoring and controlling of the development of the Frontex Contingent including, roll-out and structure;
- d) Optimisation and standardisation of working practices and solutions used by Frontex Contingents, including measures for knowledge sharing and the establishment of best practices;
- e) Providing standardisation and guidelines for the work of the Frontex Contingent Commanders (FCC);
- f) Acting as a Single Point of Contact for operational matters at the Frontex Headquarters for all Contingent Commanders;
- g) Monitoring the implementation of Frontex intelligence activities, in particular collection of field intelligence, in cooperation with INTEL.

❖ **Contingent Management Sector West**

The Sector is led by the respective Head of Sector who reports directly to the Head of Contingent Management Unit. The Sector is responsible for managing the tasks described below, and in what concerns the contingents assigned to it. Main tasks and responsibilities of the Contingent Management Sector West are as follows:

- a) Daily supervision of Frontex Contingents, including outstanding non-operational situations, to ensure correct implementation of Operational Plans;
- b) Tasking Frontex Contingents and coordinating intra-contingent activities including centralised reporting;
- c) Assessing possible re-deployments across Frontex Contingents and providing recommendations;
- d) Identifying needs and making proposals for the coverage of Heavy Technical Equipment, including reallocating equipment and personnel between Frontex Contingents;
- e) Supporting the roll-out of the FC2 and maintain the Chain of Coordination (CC) where FC2 is not rolled out.

❖ **Contingent Management Sector East**

The Sector is led by the respective Head of Sector who reports directly to the Head of Contingent Management Unit. The Sector is responsible for managing the tasks described below, and in what concerns the contingents assigned to it. Main tasks and responsibilities of the Contingent Management Sector East are as follows:

- a) Daily supervision of Frontex Contingents, including outstanding non-operational situations, to ensure correct implementation of Operational Plans;
- b) Tasking Frontex Contingents and coordinating intra-contingent activities including centralised reporting;
- c) Assessing possible re-deployments across the Frontex Contingents and providing recommendations;
- d) Identifying needs and making proposals for the coverage of Heavy Technical Equipment, including reallocating equipment and personnel between Frontex Contingents;
- e) Leading the roll-out of the FC2 and supporting the Chain of Coordination (CC) where FC2 is not rolled out.

❖ **Contingent Standardisation Sector**

Contingent Standardisation Sector (CST) is led by the respective Head of Sector who reports directly to the Head of Contingent Management Unit. Main tasks and responsibilities of the Contingent Standardisation Sector are as follows:

- a) Ensuring a standardised structure of roles and responsibilities of the operational activities under the responsibility of the unit (FC2 and CC), as well as assisting the effective communication between the Frontex Contingents and the Headquarters;

- b) Developing rules and standardizing procedures, as well as guidelines for managing and monitoring the Frontex Contingents, including the proper application of working hours and standby regimes;
- c) Providing coordination and alignment of the CMU by managing the respective workflows regarding tasks and activities and ensuring their quality and timely delivery;
- d) Increasing capacities and readiness of the Frontex Contingents through organizing relevant exercises and drills, in cooperation with other Units.

3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Contingent Management Unit, the Head of Contingent Management Sector West will be responsible for:

- Assisting, advising, and supporting the Head of Unit in developing and implementing Frontex strategy and work programme documents in the area of field operations;
- Within the competence of the Sector, assist the Head of Unit in the cooperation with national and international bodies, in addition to EU institutions;
- Ensuring timely execution of the planning and reporting responsibilities of the Sector;
- Contribute to the implementation of the Unit's work programme, adjusting the activity and capacity levels wherever deemed necessary and ensuring the overall coherence of the work;
- Managing the human resources of the Sector, coordinating the respective teams, leading, engaging and developing the competencies and skills of the Sector's staff, including assessing individual performance;
- Facilitating cooperation and interactions with Stakeholders (internal and external);
- Negotiating with several conflicting parties in complex environments, under operational and political pressure;
- Contributing to the implementation of recommendations stemming from the internal or external audit reports and evaluations in their area of responsibility;
- Actively promoting Frontex corporate values and code of conduct, including contributing to the implementation of the Agency's anti-fraud strategy;
- In close cooperation with the Contingent Commanders optimising the operational resources across the different contingents, to ensure the maximum efficiency and added value;
- Designing and/or contributing to the implementation of complex field exercises;
- Managing and/or supporting the implementation of complex projects.

4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

4.1. General/common criteria⁹

1. Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen.
2. Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.
3. Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹⁰.
4. Be physically fit to perform his/her duties.
5. Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level).

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

¹⁰ Prior to engagement the selected applicant will be required to provide appropriate character references as to his/her suitability for the performance of duties (such as a criminal record certificate or equivalent certificate, not older than six months) as well as a compulsory declaration before engagement in Frontex and a declaration in relation to interests that might be considered prejudicial to his/her independence.

4.2. External applicants

Minimum qualifications (university diploma)

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

or

Possess a level of education which corresponds to completed university studies attested by a diploma **followed by at least one year** full-time professional experience, when the normal period of university education is at least three years¹².

or

Proven professional training¹³ (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings (Search and Rescue training) and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: Leadership, PM2, crisis management, safety and security (incl. field security), border management, cross-border crime (incl. smuggling of goods, trafficking in human beings) or operational contingency planning.

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

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

Required professional experience

2. Possess (by the closing date for applications) at least **12 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 fulfilled¹⁴.

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.

¹¹ Diploma recognized by any EU Member State to be at EQF levels 6 or higher; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

¹² Diploma recognized by any EU Member State to be at EQF level 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.

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

¹⁴ Professional experience will be taken into account after the award of the minimum qualification certifying the completion of the level of studies or professional training required. Only duly documented professional activity is taken into account.

4.3. Internal applicants

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

4.4. Inter-agency applicants

1. On the closing date for applications and on the day of filling the vacant post, be engaged as temporary staff under Article 2(f) of CEOS¹⁵ within their agency in a grade and function group corresponding to the published grade bracket.
2. Have at least two years' service within their agency before moving¹⁶.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group¹⁷.

5. SELECTION CRITERIA

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

Professional qualifications, competencies and experience required:

1. At least 12 years of relevant experience in dealing with duties related to the tasks assigned.
2. At least 4 years of professional experience in managing operational teams, developing operational processes, introducing innovation and managing conflicting priorities in a fast-paced policy environment.
3. Experience obtained at Headquarters level in an Operations Department, related with tasks of operational supervision and monitoring.
4. Knowledge and professional experience in development and implementation of strategies, rules, policies, operational processes and guidelines relevant to the tasks assigned.
5. Excellent drafting skills, experience in drafting reports, briefing notes/memos, concept papers.
6. Proven professional training (delivered by e.g. Police Academy, Border Guard School, Fire Service Academy, Air Force/Naval/Coast Guard/Army/Defence Academy) primarily in areas of law enforcement (acquired in judiciary/border police training and equivalent), and/or coast guard settings (Search and Rescue training) and/or in a military operational environment and demonstrating the full accomplishment and completion of at least one of the following specialized trainings: Leadership, PM2, crisis management, safety and security (incl. field security), border management, cross-border crime (incl. smuggling of goods, trafficking in human beings) or operational contingency planning.

Besides, the following attributes would be considered advantageous:

7. Work experience within national and/or EU public administration, and international organisations and/or EU Member State migration or law enforcement authorities.
8. Ability in using Microsoft or other standard IT tools.

Personal qualities and competences:

9. Detecting possible optimisations, deriving workable solutions for obstacles in daily processes and formulating alternatives. Daring to see situations from a different perspective.
10. 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 to ensure continuous improvement.

¹⁵ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials (the "Staff Regulations") and the Conditions of Employment of Other Servants (the "CEOS") of the European Economic Community and the European Atomic Energy Community (OJ P 45, 14.6.1962, p. 1385), as last amended.

¹⁶ Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

¹⁷ Where, in exceptional circumstances, Frontex would engage a member of temporary staff engaged under Article 2(f) of CEOS who does not meet that condition, such member shall serve a full probationary period in Frontex, and the new contract will not be considered as a renewal of contract but an ex-novo contract.

11. 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.
12. Encouraging collaboration across teams by embracing diversity and fostering collective ownership. Building an internal network.
13. 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 accepts applications without distinction on grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

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 10 applicants who are best matching the evaluated selection criteria and provided they have achieved minimum 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 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(s) who have achieved minimum 70 % of the combined score in the 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 similar¹⁸ vacant posts depending on the needs of Frontex. This reserve list will be valid for at least 1 year (the validity period may be extended). Applicants should note that the placement on the reserve list does not guarantee an employment offer.

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

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

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

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The most successful applicant will be selected and appointed¹⁹ by the Appointing Authority of Frontex.

In order to be engaged, the appointed applicant shall:

- Be available for the job at short notice (not later than 4 months after the job offer is made);
- Produce the appropriate character references as to his/her suitability for the performance of duties (a criminal record certificate or equivalent certificate, not older than six months) and a declaration in relation to interests that might be considered prejudicial to his/her independence;
- Be physically fit to perform the duties²⁰.

The successful external applicant will be engaged as temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The temporary post in question is placed in the following function group and grade: **AD9**²¹.

A contract of employment will be offered for a period of five years²², 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	AD9 Step 1	AD9 Step 2
1. Basic net/payable salary (<i>after all deductions, contributions and taxes are applied</i>)	5 978 EUR 25 334 PLN	6 184 EUR 26 208 PLN
2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (<i>expressed as gross amount weighted by 82.3 correction coefficient applicable for Poland</i>):		
a) Household allowance	364 EUR 1 545 PLN	371 EUR 1 574 PLN
b) Expatriation allowance	1 328 - 1 594 EUR 5 627 - 6 756 PLN	1 383 - 1 651 EUR 5 863 - 6 997 PLN
c) Dependent child allowances for each child	434 EUR 1 838 PLN	434 EUR 1 838 PLN
d) Preschool allowance	106 EUR 449 PLN	106 EUR 449 PLN
e) 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 or in any implementing regulations is weighted by the correction coefficient for Poland (currently 82.3). 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, in principle, annually before the end of each year, with retroactive effect from 1 July, in accordance with Annex XI of the Staff Regulations.

Staff pays an EU tax at source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes. The rate of the solidarity levy is 6 %.

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted

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

²⁰ Before the engagement, the successful applicant shall be medically examined by the EU medical service to fulfil the requirement of Article 13 of Conditions of Employment of Other Servants of the European Communities (OJ L 56, 4.3.1968, p. 10), as lastly amended.

²¹ 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.

²² Specific rules will apply in case of internal or inter-agency mobility.

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 days per year. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

An accredited European School²³ 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 policies²⁴; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information²⁵.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities²⁶ in 2017, the Polish authorities may provide benefits to Frontex expatriate staff²⁷, which are available after starting the employment at Frontex, and after certain eligibility criteria are met:

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

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

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

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

For further information on working conditions please refer to the Staff Regulations and the CEOS.

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

²³ More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](https://european-schools.eu/).

²⁴ E.g. the school may require the pupil concerned to set language competency exams, etc.

²⁵ You may find contact details by accessing: [International European School*Warsaw](https://www.international-european-schools.eu/)

²⁶ Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

²⁷ Polish citizens and permanent residence holders are excluded.

9. PROTECTION OF PERSONAL DATA

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

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

The legal basis for the selection procedures of temporary staff is defined in the CEOS²⁸, in the Management Board Decision No 14/2019²⁹ and in the Decision of the Executive Director No R-ED-2024-106³⁰.

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

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

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

- For applications received from not-selected applicants: the data are filed and stored in archives for **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 concerning the data subject or, where applicable, the right to object to processing or the right to data portability. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and 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 HR 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 candidate may request feedback on assessment of his or her application as established by the Selection Committee.
- If deemed appropriate, he/she may ask for a formal review/reassessment of the original assessment.

²⁸ In particular the provisions governing conditions of engagement in Title II, Chapter 3.

²⁹ 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.

³⁰ 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.

- After Frontex takes a formal decision on candidate'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:

- Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (version 2021.001.20155. You may download a free version here: <https://get.adobe.com/uk/reader/>).
- **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, applicants shall not try to manipulate and/or alter it - in such a case the digital signature will disappear, and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
- Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
- Be saved and named as follows: 'SURNAME_RCT-2026-00019'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00019>
- 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 clearly indicating in the subject of the email the reference number of the post/position and the post (business) title.

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

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

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

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

Due to the large volume of applications, Frontex regrets that only applicants invited for the test and interview will be notified about the outcomes. The status of the 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. RCT-2026-00019; RCT-2026-00020; RCT-2026-00034.
Dokumento registracijos data ir numeris	2026-08-03 Nr. (76.2.5E)S76-811
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-08-03 Nr. G-2013
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Tomas Gražiūnas, Administracijos vadovas, laikinai atliekantis Lietuvos nuolatinio atstovo ES funkcijas
Sertifikatas išduotas	TOMAS GRAŽIŪNAS, Lietuvos Respublikos užsienio reikalų ministerija LT
Parašo sukūrimo data ir laikas	2026-07-31 19:59:33 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-07-31 19:59:41 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
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	6
Pagrindinio dokumento priedamų 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 (2026-08-03 17:04:43)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-08-03 17:04:43 DBSIS