



## LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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

2026-08-

Nr. (76.2.5E) S76-

### DĖL NAUJO DARBO SKELBIMO PERSIUNTIMO

Persiunčiame Europos sienų ir pakrančių apsaugos agentūros Frontex raštą, kuriuo informuojama apie naują darbo skelbimą pareigūno pareigybei.

PRIDEDAMA: 27 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](mailto: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-2026-00043**

### **MY PERSONAL DATA**

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

**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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Officer - Field Security (AD7)</b>                                                                                                                                                                                 | <b>Temporary Staff</b> | I am interested in being included in a reserve list in function group AD and in grade 7 (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> |                                                             |
| <b>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</b> |                        |                                                                                                                                                                                                |                                                             |
| <b>My current employer is:</b>                                                                                                                                                                                        |                        |                                                                                                                                                                                                |                                                             |

**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. | <b>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.</b> |  |

**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 <a href="#">Frontex strives for respect and protection of fundamental rights in all its activities.</a>                               |  |
| C. | I am personally <b>aligned with the principles of protection of fundamental rights.</b>                                                               |  |
| D. | In case I am selected to work in Frontex, I am <b>prepared to respect and to help protecting fundamental rights in all my actions and activities.</b> |  |

**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). | <b>YES</b> |
| <b>In case of being involved, if selected, you may be approached by Frontex to elaborate on the circumstances at hand.</b>          | <b>NO</b>  |

**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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(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<br>(list the name, city and country of the military unit) | % of full time | Start date<br>(DD/MM/YYYY) | End date<br>(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. | <p><b>1. University degree in a field relevant to security.</b></p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e6f2ff; height: 200px; width: 100%;"></div>                                                                                                                  |  |
| 17. | <p><b>2. Work experience of at least 4 years in corporate security or field security.</b></p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e6f2ff; height: 200px; width: 100%;"></div>                                                                                        |  |
| 17. | <p><b>3. Work experience of at least 3 years in EU Institutions, International Organisations, private industry or Member State service in an international security setting.</b></p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div style="background-color: #e6f2ff; height: 200px; width: 100%;"></div> |  |

|     |                                                                                                                                                                                                                                                                                |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 17. | <p>4. Sound knowledge of the applicable security regulatory legislation and processes.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div data-bbox="255 201 1356 672"></div>                                  |  |
| 17. | <p>5. Competency in using standard office ICT tools, with the ability to quickly develop skills using new ICT systems.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div data-bbox="255 772 1356 1243"></div> |  |
| 17. | <p>6. Excellent command of both written and spoken English.</p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div data-bbox="255 1344 1356 1814"></div>                                                           |  |

|     |                                                                                                                                                                                                                                         |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 17. | <p><b>7. Work experience in security risk assessment methodologies.</b></p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div data-bbox="256 203 1358 674"></div>          |  |
| 17. | <p><b>8. Work experience in high-risk international/EU security environment</b></p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div data-bbox="256 772 1358 1243"></div> |  |
| 17. | <p><b>9. Field security certification and courses.</b></p> <p>Explain in more detail how you meet or exceed this professional requirement (max. 900 characters):</p> <div data-bbox="256 1341 1358 1812"></div>                         |  |

|     |                                                                                                    |  |
|-----|----------------------------------------------------------------------------------------------------|--|
| 17. | 10. Advanced University degree (Master's) in a field relevant to security.                         |  |
|     | Explain in more detail how you meet or exceed this professional requirement (max. 900 characters): |  |
|     |                                                                                                    |  |
| 17. | 11. Knowledge of Arabic or Russian language.                                                       |  |
|     | 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-2026-00043>**

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> <p>I further declare that:</p> <ul style="list-style-type: none"> <li>• I am currently a national of a member state of the European Union or a Schengen Associated Country.</li> <li>• I undertake to submit, as soon as requested by Frontex, any documents in support of the above statements and declarations.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> </ul> <p>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.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

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

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

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

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

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

|      | Organisation – name<br>(including city and country)                                                                                                                                                                                                                                                                                                                                                                                                                   | % of full time | Period of employment       |                          | Calculated length |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------|--------------------------|-------------------|
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                | Start date<br>(DD/MM/YYYY) | End date<br>(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.  | <b>YOUR DECLARED TOTAL WORKING EXPERIENCE:</b> 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).<br>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-2026-00043

## Officer - Field Security

|                                                    |                                                                                                                                                   |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Post (business title):                             | Officer - Field Security in Security Unit, Security and Information Management Division<br>(a reserve list to be created for 1 post to be filled) |
| Sector/Unit/Division:                              | Security Unit, Security and Information Management Division                                                                                       |
| Function group / Grade / Post title:               | Temporary staff 2(f), AD7, Officer - Field Security <sup>1</sup>                                                                                  |
| Grade bracket for internal mobility <sup>2</sup> : | AD5 - AD7                                                                                                                                         |
| Grade for inter-agency mobility <sup>3</sup> :     | AD5 - AD7                                                                                                                                         |
| Location:                                          | Warsaw, Poland                                                                                                                                    |
| Starting date:                                     | Fourth quarter 2026 (desired)                                                                                                                     |
| Level of Security Clearance:                       | EU SECRET                                                                                                                                         |
| Closing date for applications                      | <b><u>(MIDDAY) 07 September 2026 at 12:00 h<sup>4</sup>, Warsaw local time</u></b>                                                                |

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<sup>1</sup> Type of post: Administrator.

<sup>2</sup> 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.

<sup>3</sup> Engagement of an applicant in grade higher than AD7 is conditional upon the availability of respective grades in Frontex' Establishment Plan at the moment of appointment.

<sup>4</sup> Date of publication: 14 August 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 balance<sup>5</sup> 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 Regulation<sup>6</sup>. 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.

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

<sup>5</sup> 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.

<sup>6</sup> Regulation (EU) 2019/1896 of 13 November 2019 on the European Border and Coast Guard (OJ L 295, 14.11.2019, p.1).

## 2. SECURITY UNIT

### Mission

The Security Unit belongs to the Security and Information Management Division (SIM) which is led by the Director of SIM who reports to the Deputy Executive Director for Administration and Information Management Directorate.

SIM is composed of the following entities:

- 1) Project Management Office (PROM)
- 2) Digital Services Unit (DIG)
- 3) Security Unit (SEC).

**The Security Unit** is led by the Head of Unit who reports to the Director of Division.

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

- a. Providing horizontal security services, security analysis, security risk assessments and security advice to internal and external stakeholders, including in field security;
- b. Ensuring correct implementation of security implementing rules, notices, policies and non-operational safety standards;
- c. Assisting the Frontex Security Authority and relevant functions, such as the Frontex Security Officer, by providing recommendations and expertise to support Frontex overall strategy, policies and procedures related to security in compliance with Frontex Security Rules;
- d. Providing assurance of liability and trustworthiness of staff, visitors and contractors via a personnel security management program, performing vetting and background check for staff;
- e. Ensuring secure handling of EUCI;
- f. Protecting Frontex premises by means of the Frontex guard service;
- g. Supporting VIP visits and external events, such as Management Board meetings, provide driving services and, upon request, act as a personal protection officer for the Frontex Executive Management;
- h. Implementing trainings and awareness sessions on security, non-operational safety and handling of EUCI;
- i. Conducting security inquiries under the supervision of the Frontex Security Officer;
- j. Ensuring implementation and execution of the function of Local Informatics Security Officer (LISO) as per relevant security standards;
- k. Developing and implementing business continuity framework including assignment of one of the staff members to the role of the Business Continuity Officer;
- l. Establishing and implementing the Agency crisis management policy, supported by the 24/7 function delivered by the Situational Assessment and Crisis Management Unit;
- m. Addressing security incidents on a 24/7 basis through its own resources or designated third party, in cooperation with the relevant entities;
- n. Supporting in the organisation of the Frontex Security Board, under the supervision of the Frontex Security Officer;
- o. Cooperating with EU Agencies and institutions, national and European or international law enforcement or military agencies and organisations and bodies in the field of security;
- p. Managing the service cars operating at the Headquarters.

## 3. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Reporting to the Head of Security Unit, his deputy and under guidance of the Senior Officer - Field Security, the Officer - Field Security will be responsible for:

- a. Contributing to the fulfilment of Frontex Security Rules and the Commission Decision 2015/444 and Frontex Field Security Policy obligations with regards to field security and duty of care;
- b. Contributing to the day-to-day operations of the Field Security team;
- c. Drafting travel security guidelines and supporting Frontex staff on security matters;

- d. Contributing to the elaboration of Field Security related procedures and policies, including development and maintaining field security handbook, Security Operation Procedures, Minimum Security Operation Standards, deployment specific operating standards, risk assessment methodology, etc.;
- e. Maintaining security risk register and near-miss register;
- f. Conducting or supporting security risk assessments where Frontex staff is deployed, mainly in third countries;
- g. Conducting audits and evaluation of Field Security implementation where Frontex staff is deployed;
- h. Contributing to field security and duty of care related procurement procedures;
- i. Assisting in designing and delivering the security knowledge and training for officers deployed in the field;
- j. Collaborating effectively with Institutions, International Organisations and Member States on field security and duty of care, liaising with relevant partners within EU institutions and international organisations for what concerns Agencies operational presence;
- k. Liaising with the Contingent Security Officers and supporting with the development / review of relevant field security documents.
- l. Attending meetings, professional seminars or conferences to keep abreast of changes in legislation or new evolvments impacting field security and duty of care;
- m. Supporting in improving the overall Field Security and duty of care posture of Frontex.

## 4. ELIGIBILITY CRITERIA

In order to be declared eligible, the applicant must:

### 4.1. General/common criteria<sup>7</sup>

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 duties<sup>8</sup>.
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 years<sup>9</sup> 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 years<sup>10</sup>.

<sup>7</sup> Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

<sup>8</sup> 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.

<sup>9</sup> Diploma [recognized by any EU Member State](#) to be at EQF levels 6 or 7; 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.

<sup>10</sup> Diploma [recognized by any EU Member State](#) to be at EQF level 6; only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in EU Member States will be taken into consideration.

### Required professional experience

2. Possess (by the closing date for applications) at least **6 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 fulfilled<sup>11</sup>.

*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 AD5 - AD7.

### 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 CEOS<sup>12</sup> 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 moving<sup>13</sup>.
3. Have successfully completed the probationary period as provided for in Article 14 of the CEOS in the relevant function group<sup>14</sup>.

## 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. University degree in a field relevant to security;
2. Work experience of at least 4 years in corporate security or field security;
3. Work experience of at least 3 years in EU Institutions, International Organisations, private industry or Member State service in an international security setting;
4. Sound knowledge of the applicable security regulatory legislation and processes;
5. Competency in using standard office ICT tools, with the ability to quickly develop skills using new ICT systems;
6. Excellent command of both written and spoken English.

<sup>11</sup> 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.

<sup>12</sup> 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.

<sup>13</sup> 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.

<sup>14</sup> 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.

Besides, the following attributes would be considered advantageous:

7. Work experience in security risk assessment methodologies;
8. Work experience in high-risk international/EU security environment;
9. Field security certification and courses;
10. Advanced University degree (Master's) in a field relevant to security;
11. Knowledge of Arabic or Russian language.

**Personal qualities and competences:**

12. Synthetically integrating and linking various information sources into a coherent whole and transforming this information into a valuable and correct conclusion;
13. Coordinating, steering and supervising the field of expertise over the medium term and the use of resources. Making decisions and initiating proactively the necessary steps to implement the decision and to tackle future obstacles;
14. Managing and fostering the relationships with the relevant internal and external stakeholders. Giving targeted advice to others based on one's own credibility and expertise and representing the organisation;
15. Managing actively own learning, growth and self-improvement. Being eager to learn and fully dedicating oneself to one's work by always giving the best of oneself and by striving for quality.

## 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 who have achieved minimum 60% during CV screening will be invited for a competency test. At least one part of the qualifying written test will be assessed based on anonymised answers. Applicants who will achieve at least 50% in the competency test will be invited to an interview with the Selection Committee.
- 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 60% 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 duties<sup>15</sup>.

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: **AD7**<sup>16</sup>.

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                                                                                                                                                                     | AD7<br>Step 1                          | AD7<br>Step 2                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|
| 1. Basic net/payable salary (after all deductions, contributions and taxes are applied)                                                                                                            | 4 846 EUR<br>20 535 PLN                | 5 022 EUR<br>21 281 PLN                |
| 2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 82.3 correction coefficient applicable for Poland): |                                        |                                        |
| a) Household allowance                                                                                                                                                                             | 328 EUR<br>1 391 PLN                   | 334 EUR<br>1 414 PLN                   |
| b) Expatriation allowance                                                                                                                                                                          | 1 037 - 1 298 EUR<br>4 395 - 5 500 PLN | 1 081 - 1 342 EUR<br>4 580 - 5 688 PLN |
| c) Dependent child allowances for each child                                                                                                                                                       | 434 EUR<br>1 838 PLN                   | 434 EUR<br>1 838 PLN                   |
| d) Preschool allowance                                                                                                                                                                             | 106 EUR<br>449 PLN                     | 106 EUR<br>449 PLN                     |
| e) Education allowance for each child up to                                                                                                                                                        | 589 EUR<br>2 495 PLN                   | 589 EUR<br>2 495 PLN                   |

<sup>15</sup> 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.

<sup>16</sup> 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.

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 School<sup>17</sup> 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 policies<sup>18</sup>; therefore, it is strongly advisable that parents interested get promptly in contact directly with the school to receive thorough information<sup>19</sup>.

Moreover, under the Headquarters Agreement signed between the Agency and Polish authorities<sup>20</sup> in 2017, the Polish authorities may provide benefits to Frontex expatriate staff<sup>21</sup>, 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

<sup>17</sup> More details on the European Schools system available here: [About the Accredited European Schools \(eursc.eu\)](http://About the Accredited European Schools (eursc.eu)).

<sup>18</sup> E.g. the school may require the pupil concerned to set language competency exams, etc.

<sup>19</sup> You may find contact details by accessing: [International European School\\*Warsaw](http://International European School*Warsaw)

<sup>20</sup> Headquarters Agreement between the Republic of Poland and the European Border and Coast Guard Agency (Frontex) (Polish Official Journal of 2017, item 1939).

<sup>21</sup> Polish citizens and permanent residence holders are excluded.

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 CEOS<sup>22</sup>.

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](mailto:jobs@frontex.europa.eu) or Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu).

Applicants may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto: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.

<sup>22</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3.

- 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-2026-00043'.
- **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2026-00043>
- 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](mailto: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 SKELBIMO PAREIGŪNO PAREIGYBEI.<br><br>RCT-2026-00043                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Dokumento registracijos data ir numeris                                                              | 2026-08-14 Nr. (76.2.5E)S76-839                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dokumento gavimo data ir dokumento gavimo registracijos numeris                                      | 2026-08-14 Nr. G-2102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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                                                                       | 2026-08-14 13:31:57 (GMT+03:00)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Parašo formatas                                                                                      | XAdES-X-L                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Laiko žymeje nurodytas laikas                                                                        | 2026-08-14 13:32:07 (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<br>"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                                                                | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Pagrindinio dokumento pridedamų dokumentų skaičius                                                   | –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Priedamo dokumento sudarytojas (-ai)                                                                 | –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Priedamo dokumento pavadinimas (antraštė)                                                            | –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Priedamo dokumento registracijos data ir numeris                                                     | –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas                | Dokumentų valdymo sistema Avilys, versija 3.5.90.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data) | Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta<br>Visi dokumente esantys elektroniniai parašai galioja (2026-08-17 14:00:42)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Paieškos nuoroda                                                                                     | –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Papildomi metaduomenys                                                                               | Nuorašą suformavo 2026-08-17 14:00:42 DBSIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |