

# SELECTION NOTICE

## European Border and Coast Guard Officer

### Standing Corps - Intermediate Level

Function group / Grade:	Temporary Staff, AST4
Reference number:	RCT-2019-00069
Place of employment:	Warsaw, Poland
Starting date:	1 April 2020 The final decision on employment depends on when the new European Border and Coast Guard Regulation (EBCG 2.0) enters into force as well as the availability of financial resources.
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL
Closing date for applications	<b><u>(MIDDAY) 16 December 2019 at 12:00 h<sup>1</sup>, Warsaw local time</u></b>

Frontex, the European Border and Coast Guard Agency, is organising a selection procedure to establish a reserve list from which to fill future vacant posts of European Border and Coast Guard Officers - Standing Corps - Intermediate Level.

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. Joining the Standing Corps offers a unique, pioneering opportunity to form part of the EU's operational arm for European integrated border management. The Standing Corps will be trained and equipped to assist Member States and contribute to ensuring safe, secure and well-functioning external borders of the EU and the Schengen area. Successful candidates will be deployed in the Agency's operational activities as of 1 January 2021.

We are looking for highly motivated professionals who want to play an active role in a diverse team, in a European - and in that sense multicultural - organisation that is setting a path for increased European security in the years to come. Frontex and its staff are committed to the values of Professionalism, Respectfulness, Cooperation and Accountability.

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

If well-functioning external borders are important to you and you want to safeguard the European area of freedom, security and justice; if you are a citizen of the European Union or a Schengen Associated Country; and if you want to be a part of history - apply now and join us!

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<sup>1</sup> Date of publication: 24 October 2019. The deadline may be extended if required.

## 1. BACKGROUND

Frontex, the European Border and Coast Guard Agency, is the European Union's most dynamic and fastest growing agency. We support EU Member States and Schengen Associated Countries in the management of the external borders of the European area of freedom, security and justice and help counter cross-border crime. By its nature our job is both operational and hands-on.

The Agency is a centre of excellence for border control activities at the EU's external borders, sharing intelligence and expertise with all EU Member States and Schengen Associated Countries, as well as neighbouring non-EU countries affected by irregular migration and cross-border crime.

Among its many tasks, the Agency coordinates the deployment of border and coast guards, along with sea vessels, aeroplanes, helicopters, drones, patrol cars and other equipment, to EU countries facing exceptional pressure at their external borders.

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

## 2. THE EUROPEAN STANDING CORPS

The European Border and Coast Guard Standing Corps will be organised in teams for border management, migration management support and return. Subject to the authorisation of the host Member States or host Third Countries, the teams will be deployed in:

- **Joint Operations and various Field Deployments** at the external air, land and sea borders as well as in Third Countries;
- **Surveillance and information collection activities**, at the external borders and in the pre-frontier area, fusing information through the operational coordination and management structures as well as the Situation Centre, hosted by the Agency's headquarters, in order to provide a comprehensive European situational picture and common pre-frontier surveillance, thus strengthening the EU's early-warning capability;
- **Rapid Border Interventions**, in case situations requiring urgent actions arise;
- **Search and Rescue** activities for persons in distress at sea, providing technical and operational assistance to Member States;
- **Return Operations and Interventions**, organising, coordinating and conducting the return of Third Country nationals who are subject to a return decision, issued by a Member State or Schengen Associated Country, to be repatriated to their country of origin;
- **Any other relevant operational activities** in the Member States or in Third Countries.

In general the European Standing Corps shall perform tasks related to:

- **Border checks** - verification of identity and nationality of persons including the consultation of relevant EU and national databases, authorising or refusing entry at border crossing points, issuing or refusing visas at the border and inspecting travel documents;
- **Border surveillance** - patrolling between border crossing points to prevent or detect unauthorised border crossings and to take measures against persons who have crossed the border illegally, including interception and apprehension;
- **Migration management** - screening of nationality, registration and fingerprinting;
- **Collecting and sharing** information through EUROSUR in order to increase situational awareness;
- **Combating cross-border criminality** related to the fight against terrorism, drugs trafficking, weapons trafficking, smuggling of excise goods such as alcohol and tobacco, smuggling of migrants, trafficking in human beings, smuggling of stolen vehicles, document and identity fraud etc.;
- **Return tasks** supporting the return of irregular migrants or overstayers to their country of origin, which encompasses identification, obtaining travel documents, providing return counselling and accompanying returnees on the journey back to the country of origin as well as developing return management systems while facilitating post-arrival and post-return support.

## 3. DUTIES AND RESPONSIBILITIES

### 3.1. Main Tasks

Providing back up function, either in the capacity of a specialist or managerial role, the main duties and responsibilities are to:

- Coordinate the work of small groups when implementing operational plans, coordinating activities and reporting according to structures;
- Perform basic and intermediate level border management tasks, specifically related to, for example, border checks - including document, identity and vehicle checks, border surveillance, migration management, situational awareness and information gathering;
- Support information and data collection for centralised situation monitoring and surveillance activities in near-real or real time;
- Support activities related to the gathering of information on irregular migration and cross-border crime;
- Conducting the inspection and examination of maritime documents;
- Prevent and combat illegal immigration and provide support in cross-border criminal investigations;
- Perform return-related tasks at all stages of the return process in a coordinating role at an intermediate level;
- Liaise with relevant agencies and authorities in host Member States and in Third Countries;
- Gather lessons learned and contribute to planning operational activities;
- Operate the Agency's own technical equipment;
- Use European Union databases related to border checks and surveillance;
- Identify and provide support to children, vulnerable groups and persons in need of international protection;
- Coordinate logistics and manage the supply chain in operational activities;
- Should operational needs so require, perform tasks linked to the basic level of the European Border and Coast Guard Officer;
- Depending on operational needs and changed circumstances, perform other duties as requested.

Some of these main tasks may require the use of force and weapons in accordance with the national law of the host Member State, in the presence of the host Member State's own border guards. Such use shall comply with the principles of necessity, proportionality and precaution.

### 3.2. Training

Training for members of the European Standing Corps will be conducted fully or partly within the probationary period. The training aims to ensure that members of the European Standing Corps have the necessary theoretical and practical competences, including in relation to the prevention of violence and use of force, to operate in a unitary manner in any particular operational area, fully enforcing the provisions of the Schengen Borders Code while at the same time respecting fundamental rights in all actions. The basic training lasts six months and takes place in one or more training institutions across EU Member States/Schengen Associated Countries.

The basic training constitutes an integral part of the probationary period. This means that the contract of employment will be confirmed only after receiving a positive assessment of a number of training modules. Details of the performance assessment will be provided at the beginning of the training.

Upon successful completion of basic training, European Standing Corps officers may enter specialised training, following their individual learning map according to recognised prior learning and strengths identified during basic training. As part of personal development, fostering a career within the European Border and Coast Guard Standing Corps, successful candidates will be offered the opportunity to receive additional training in for example:

- Countering different types of cross-border crime;
- Document, identity and vehicle checks;
- Return-related activities;
- Cultural mediation;
- Logistics and supply chain management;

- Safety, security and health;
- Conducting training for new recruits.

Skills will be further developed by working in a multicultural and multilingual environment, being deployed at the external borders of the EU/Schengen Associated Countries and in Third Countries, with the possibility of rotating between border management, migration management support and return teams.

The training will take place under the patronage and supervision of Frontex, the European Border and Coast Guard Agency. The working language is English. Therefore, all elements of the training programme, such as the training material, lectures, and tests will be conducted in English. No interpretation will be provided.

### 3.3. Probation

A contract of employment will be offered for a period of five years, with a probationary period of nine months. At the latest one month before the expiry of the probationary period, a report will be prepared on the ability of the newcomer to perform the duties pertaining to the post and on efficiency and conduct in the service.

The ability to perform the duties in this case will include the ability to use English at the specified level and will be assessed by specific tests in view of the objectives covered by the specific and mandatory European Border and Coast Guard Officers' training programme (as described in point 3.2). This training will be provided to newcomers during the probationary period. All elements of the training programme, including the materials, teaching and delivery, assignments and tests will be conducted in English. The duration of the training programme is 24 weeks, which constitutes 960 learning hours. The first iteration of the training programme is envisaged to take place from May to November 2020.

Upon completion, various modules of the programme will be assessed by exams. Acquired knowledge, skills, responsibility, autonomy and attitude will be assessed against the requirements of the European Border and Coast Guard Standing Corps training programme. The topics covered in training programme modules are designed to evaluate operational readiness to perform duties pertaining to the job. Fundamental rights competences are horizontally integrated in all chapters throughout the entire programme. During the training, there will be an aptitude test which will be used to assess your ability to perform duties with executive powers. A negative result may lead to the unsuccessful completion of the probationary period and termination of the contract.

Failure to successfully complete the European Border and Coast Guard Officers training programme, including psychological aptitude assessment (described in point 4 of Appendix II) will result in the unsuccessful completion of probationary period and dismissal.

### 3.4. Deployment

Most of the members of the European Standing Corps will be deployed throughout their career. Deployment to operational areas could result in being stationed at the external borders of the Union or in third countries, border-crossing points, an Antenna Office of the Agency, on a maritime surveillance vessel or on an aircraft.

Members of the European Standing Corps may be required to work in shifts (various patterns can be applied, e.g. 24/7, 2 shifts 12 hours each, 3 shifts 8 hours each). This may include working at night and in challenging and weather-sensitive working conditions. Subject to operational needs, they may also be requested to remain on stand-by and called to perform operational tasks should such a need occur at short notice.

Deployment of the Standing Corps will take place either in operational areas or in the Headquarters.

Deployment in the shift work pattern or during stand by time may be subject to additional allowances.

For those members of the European Standing Corps deployed outside the Headquarters a rotation principle will be applied, meaning that during the course of a year, following a period of deployment staff members of the European Standing Corps will be stationed at the Agency's Headquarters in Warsaw, Poland. The time spent at the Agency's Headquarters can be used for annual leave, undergoing necessary checks and tests, for training or other professional development activities.

## 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 4.1. Eligibility criteria

To be eligible, a candidate shall:

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

or

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

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

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

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

*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 candidate 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 candidate. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification shall be taken into consideration as professional experience if the official documentation is provided.*

- c) 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 his/her duties (Common European Framework of Reference for Languages: B2 level);
- d) 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;
- e) Have fulfilled any obligations imposed on him/her by the laws of his/her country of citizenship concerning military service.

Additionally, in order to be engaged, the appointed candidate shall:

- f) Produce the appropriate character references as to his/her suitability for the performance of his/her 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;
- g) Be physically fit to perform their duties<sup>2</sup>;
- h) For reasons related to the Frontex business requirements, be available at short notice for the job.

## 4.2. Selection criteria

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

### 4.2.1. Essential professional competencies

The following criteria shall be fulfilled by the successful candidate:

- A proficiency in English at least at the level of B2 of the Common European Framework for Reference Languages;
- Three (3) years of prior relevant work experience in the law enforcement sector, (e.g. police, customs, border and/or coast guard), emergency services, civilian crisis management, peacekeeping, military or equivalent;

<sup>2</sup> Before the appointment, the successful candidate will be medically examined by the authorised 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 recently amended.

- Possession of a valid driving licence of at least category B for manual transmission issued by the competent authority of an EU Member State/Schengen Associated Country.

#### 4.2.2. Essential personal competencies

- Good interpersonal and communication skills;
- Good time management, organisation and coordination skills;
- Ability to work under pressure and respond to changes in a rapidly evolving multicultural work environment with tight deadlines;
- Strong sense of initiative, responsibility and integrity as well as high ethical values;
- Ability to respect the confidentiality at work;
- Good analytical and problem-solving skills.

#### 4.2.3. Advantageous criteria

The following criteria will be treated as advantageous during the selection process:

- Professional qualification to fulfil border guard, coast guard or return-related tasks;
- Experience of driving off-road while on duty (examples of such experience will be required at the selection stage);
- Knowledge of more than two EU languages;
- Knowledge of one or more non-EU languages such as (but not limited to) Arabic, Kurdish (including three dialects: Northern Kurdish - Kurmanji, Central Kurdish - Sorani and Southern Kurdish - Pehlewani), Dari, Farsi, Pashto, Urdu, Punjabi, Bengali, Somali and Tigrinya, Russian;
- Experience of one or more of the following tasks:
  - Surveillance (e.g. operational media monitoring, aerial surveillance, satellite imagery etc.);
  - Information and intelligence handling;
  - Analysis;
  - Patrolling;
  - Interviewing;
  - Search and rescue;
  - Checks on persons;
  - Document and identity checks;
  - Vehicle inspections;
  - Inspection of goods;
  - Prevention and detection of cross-border crime, including facilitating initiations and support to the related investigative activities;
  - (use of) Executive powers.
- Ability to carry and use service weapons, ammunition and equipment evidenced by possession of a valid permit, issued in accordance with the home Member State's national law.

#### 4.2.4. Physical aptitude criteria

The physical aptitude criteria to be assessed during the selection process are as follows:

- Strength;
- Speed;
- Endurance.

Details of this selection phase are described in part 2 - "Physical aptitude" of Appendix II - "Description of the selection criteria for the European Border and Coast Guard Officers".

## 5. GENERAL INFORMATION

For information about the selection, application and appeal procedures and data protection please refer to the Appendix I.

## APPENDIX I

### 1. SELECTION PROCEDURE

The selection procedure will be conducted in English and will include the following steps:

1. Applications submitted within the deadline will be assessed with regard to the eligibility criteria for education, professional experience, knowledge of EU languages, nationality and fulfilled obligations related to military service. Only the first application submitted by a candidate will be considered as valid (unless technical problems are reported).
2. Those candidates deemed eligible in the first assessment phase will be invited to undergo a second phase through an online English language test for level B2 (arranged with an external provider) in accordance with the selection criteria.
3. A Selection Committee will make a shortlist of candidates deemed eligible and who received positive assessment following both the previous phases. Shortlisting will be based on the assessment of the essential criteria as well as the advantageous ones.
4. Shortlisted candidates will be invited for a physical aptitude test in line with the selection criteria described in the part “Physical aptitude”. Only candidates who pass the physical aptitude test will be invited for an interview.
5. The interview with the Selection Committee, will follow the previous stages, to assess the other selection criteria. Only candidates with positive results of previous tests will be invited for the interview. One week before the day of the interview, candidates will be required to submit to the e-mail address [Standing.Corps.Recruitment@frontex.europa.eu](mailto:Standing.Corps.Recruitment@frontex.europa.eu) scanned copies of the following:
  - Driving licence;
  - Statement of the absence of criminal record confirmed by the competent national authority of the country of origin not older than six months (the national equivalences can be found here: <https://ecris.eu/countries/>);
  - Specific statement (signed form) related to the integrity of the candidate referring to any past or current disciplinary or criminal investigations related to the candidate.

Candidates will be required to bring for the day of interview originals of:

- Diploma(s);
  - Document proving their professional experience clearly indicating the starting and finishing dates and scope of work and workload;
  - Any other relevant documents which they made reference to in their application form.
6. Taking into account the outcome of all selection phases and the assessment of all selection criteria, the Selection Committee will recommend to the Executive Director of Frontex, the European Border and Coast Guard Agency, a list of suitable candidates. In exceptional circumstances, an additional interview with another relevant manager may be arranged before the Executive Director takes the final decision. The reserve list will be valid for two years (the validity period may be extended). Each interviewed candidate will be notified in writing whether she/he has been placed on the reserve list. Candidates should note that the placement on the reserve list does not guarantee an employment offer.

The work and deliberations of the Selection Committee are strictly confidential and any direct or indirect contact of a candidate with its members in view of the selection procedure is absolutely forbidden.

### 2. WHAT WILL HAPPEN NEXT?

1. The most suitable candidates will receive an employment offer (subject to the availability of the respective posts in the establishment plan of Frontex and to the entry into force of the new European Border and Coast Guard Regulation). A probationary period of nine months will follow after the most successful candidates have taken up duties in accordance with the EU Staff Regulations and the Conditions of Employment of Other Servants. During the probationary period, the successful candidates will be required to complete the obligatory training and pass the relevant exams and tests. Failure to fulfil these requirements will result in termination of the contract of employment at the end of the probationary period.

2. Candidates who received job offers will have to undergo an extended medical check including psychiatric and psychological examination.
3. The selected candidate(s) will be required to make a declaration of commitment to act independently in Frontex's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

### 3. CONDITIONS OF EMPLOYMENT

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

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

Function group and grade	AST 4, step 1	AST 4, step 2
<b>1. Basic net/payable salary (after all deductions, contributions and taxes are applied)</b>	2 328 EUR 10 157 PLN	2 416 EUR 10 542 PLN
<b>2. Other possible monthly entitlements/allowances, depending on the personal situation of the candidate (expressed as gross amount weighted by 68.6 correction coefficient applicable for Poland):</b>		
Household allowances (net)	187 EUR 815 PLN	189 EUR 826 PLN
Expatriation allowance (net)	464 - 629 EUR 2 026 - 2 746 PLN	484 - 649 EUR 2 111 - 2 833 PLN
Foreign residence allowance (net)	116 - 157 EUR 506 - 686 PLN	121 - 162 EUR 528 - 708 PLN
Dependent child allowances for each child (net)	281 EUR 1 227 PLN	
Preschool allowance (net)	69 EUR 300 PLN	
Education allowance (net) up to	382 EUR 1 666 PLN	
Shift allowance (gross amount)	from 420 EUR up to 946 EUR per month	
Standby duty allowance (gross amount)	2 EUR for per hour during weekdays 4 EUR per hour during weekends / public holidays	

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 the place of employment which is Poland (currently 68.6). It can be paid either in EUR or in PLN according to a fixed exchange rate (currently 4.3631 PLN/EUR).

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

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

The headquarters agreement with the Polish authorities is effective as of 1 November 2017. Under this agreement the Polish authorities will provide the following main benefits to Frontex expatriate staff:

- a) Reimbursement of tuition cost of each dependent child (as from the age of 2.5 years) attending a school (up to and including secondary school) on Polish territory up to a limit of 35 000 PLN per school year;



- b) limited 12 months' period of reimbursement of VAT on purchases of main household effects to assist a newcomer to settle in Warsaw;
- c) Reimbursement of VAT on a purchase of a private car (this entitlement is renewable after 36 months).

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

Staff is entitled to annual leave of two working days per each complete calendar month of service and to additional days of leave depending on the grade and age. Moreover, two and a half leave days are granted every year to the staff members entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country.

In addition, there are on average 18 public holidays per year. Special leave is granted in certain circumstances such as marriage, birth or adoption of a child, removal, etc.

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

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

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

For further information on working conditions please refer to the Staff Regulations and the Conditions of Employment of Other Servants.

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 once.

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

As active member of the Standing Corps the successful applicant is expected to agree to receive vaccinations within the provision of preventative occupational safety measures and healthcare.

## 6. PROTECTION OF PERSONAL DATA

Frontex ensures that candidates' 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 candidates. This is due, in particular, to the confidentiality and security of such data.

The legal basis for the selection procedures of temporary staff are defined in the Conditions of Employment of Other Servants<sup>3</sup>.

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

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

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

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

There will be no automated decision making or profiling upon candidates' 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 candidates: the data are filed and stored in archives for **2 years and** after this time the data are destroyed;
- For candidates placed on a reserve list but not recruited: the data are kept for the period of validity of **the reserve list + 1 year and** after this time the data are destroyed;
- For recruited candidates: the data are kept for a period of **10 years** after the termination of employment or as of the last pension payment **and** after this time the data are destroyed.

Candidates 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, candidates can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications. Withdrawal of a consent to such data processing operations would result in exclusion of the candidate from the recruitment and selection procedure.

Should a candidate have any query concerning the processing of his/her personal data and has substantiated request, he/she shall address them to the HR Sector at [Standing.Corps.Recruitment@frontex.europa.eu](mailto:Standing.Corps.Recruitment@frontex.europa.eu) or Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu).

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

## 7. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision related to the selection procedure, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC No 259/68)<sup>4</sup>, at the following address, indicating the reference number of the selection procedure:

**Frontex**  
Human Resources Sector (reference number of the selection procedure)  
Plac Europejski 6  
00-844 Warsaw  
Poland

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the applicant is notified of the act adversely affecting him/her.

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

<sup>4</sup> OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

## 8. APPLICATION PROCEDURE

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

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

The Frontex Application Form must:

1. Be opened in a PDF reader in a MS Windows equipped computer - the recommended version of the PDF reader is Adobe Acrobat Reader DC (*version 2017.009.20044. You may download a free version here: <https://get.adobe.com/uk/reader/>*).
2. **Not** be manipulated or altered. The form is digitally signed and protected against any manipulation or changes. Therefore, candidates shall not try to manipulate and/or alter it - in such a case the digital signature will disappear and the application form will become invalid for subsequent processing resulting in an automatic rejection of such submission.
3. Be completed in English. Fields, where you may enter your input, are highlighted in light blue colour. Fields marked with an asterisk (\*) indicate a required input. You should be concise, the space for your input is limited by the size of the text boxes.
4. Be saved and named as follows: 'SURNAME\_RCT-2019-00069'.
5. **Be submitted to Frontex - after saving - by uploading it to this URL link:**  
<https://microsite.frontex.europa.eu/en/recruitments/RCT-2019-00069>
6. In case you have technical issues with filling/saving/uploading your electronic application form, you may write to us (in advance of the closing date for submission of applications) at [Standing\\_Corps@frontex.europa.eu](mailto:Standing_Corps@frontex.europa.eu).

Only the first complete application submitted by a candidate will be considered as valid (unless technical problems are reported). In case you submit more than one application for this procedure, Frontex will normally only assess the first submitted application and will automatically disregard all your following applications.

You may apply independently in other selection procedures (levels) for European Border and Coast Guard Officers.

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

Candidates 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 candidates invited for the test and interview will be notified about the outcomes. The status of the recruitment procedure is to be found on Frontex website.

Due to high volume of selection procedures handled by Frontex, the period between the closing date for the submission of applications and the final shortlisting of candidates 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 Selection Notice. Please keep a copy of the automatically generated submission code that proves that you have submitted/uploaded your application to Frontex.**

Candidates 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 candidates may eventually encounter in the very last moment before the deadline.

## APPENDIX II

# DESCRIPTION OF THE SELECTION CRITERIA FOR THE EUROPEAN BORDER AND COAST GUARD OFFICERS

## 1. ENGLISH LANGUAGE

As the working language of the Agency is English, applicants will need to prove their linguistic skills in that language at the level B2 of the Common European Framework of Reference for Languages.

Below table depicts the description of the fluency in English at level B2:

B2	<ul style="list-style-type: none"> <li>• Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.</li> <li>• Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.</li> <li>• Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.</li> </ul>
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In order to facilitate the assessment process candidates will have possibility to make self-assessment of their English language skills using the reference table: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid>.

The level of English knowledge will be assessed via online assessment tool.

## 2. PHYSICAL APTITUDE

Physical aptitude plays very important role in performance of duties for standing corps. Their constant presence in the field requires very good physical conditions. Below criteria will be checked:

- Strength in a form of push ups and sit up exercises
- Speed in a form of shuttle run 10 x 10 m
- Endurance in a form Maximal Multistage 20-m Shuttle Run Test (Beep Test - the test involves running back and forth between two points 20 meters apart. Each run must be synchronised with a pre-recorded audio track which plays beeps (hence the name 'beep test') at regular intervals.

### Examination standards for candidates to the European BCG Standing Corps (CAT 1)

No.	Motoric	Exercise	Unit of measurement	Age group	Task standards	
					Men	Women
1	SPEED	Shuttle Run 10 x 10 m.	seconds	up to 30 years	32,8	34,5
				31 - 35 years	33,4	35,1
				36 - 40 years	34,0	35,7
				41 - 45 years	34,6	36,3
				46 - 47 years	35,2	36,9
2	STRENGTH	Push ups	number of repetitions	up to 30 years	35	20
				31 - 35 years	33	17
				36 - 40 years	31	14
				41 - 45 years	29	11
				46 - 47 years	27	8

3	STRENGTH	Sit ups in one minute	number of repetitions	up to 30 years	40	37
				31 - 35 years	38	35
				36 - 40 years	35	32
				41 - 45 years	33	30
				46 - 47 years	30	27
4	ENDURANCE	Maximal Multistage 20-m Shuttle Run Test (Beep Test)	level/number of sections	up to 30 years	10,1	9,1
				31 - 35 years	9,1	8,1
				36 - 40 years	8,1	7,1
				41 - 45 years	7,1	6,1
				46 - 47 years	6,1	5,1

Before starting physical aptitude testing, candidate **must** present the medical certificate stating lack of the obstacle to undergo physical exercise issued by general practitioner (can be obtained in any medical centre).

As the swimming for rescue purpose is the integral part of the obligatory training, candidates will have to state and declare their swimming ability in 3 levels: basic, intermediate, advanced.

### 3. MEDICAL CHECK

During this stage of the recruitment procedure physical and mental fitness of the candidate for service as Standing Corps is to be determined by the specialized medical service. Tests will include as minimum below examinations:

- a) Anamnesis;
- b) Clinical examination;
- c) Anthropometry;
- d) Blood pressure and pulse;
- e) Hearing;
- f) Lung function;
- g) Laboratory tests:
  - o Urine analysis;
  - o Blood: Sedimentation rate, Urea, Uric acid, Creatinine, Glycaemia, Cholesterol, Triglyceride, HDL/LDL, Bilirubin, GGT, SGOT (ASAT), SGPT (ALAT), Seric protein > 45 years, Electrophoresis > 45 years, Colognost sigma, Calcium, Hepatitis B, Hepatitis A, Hepatitis C, PSA man > 45 years, TSH, CRP, Hematology (with formula and platelets), Iron, Ferritine, Transferrine - if Hemogl. Man < 13.0 - woman < 12,5, TPHA - if sigma +, Alkaline phosphatase, Faecal Occult blood test > 45 years.
- h) Additional (obligatory) tests:
  - o Vision test - exhaustive ophthalmology exam carried out by an ophthalmologist;
  - o Chest x-rays;
  - o Resting electrocardiogram;
  - o Toxic urinary (to check possible existence of amphetamine, cocaine, methamphetamine, opiates, cannabis);
  - o Audiogram;
  - o Consultation with psychiatrist;

- Consultation with psychologist - to check the predisposition for people to work in arduous, hazardous conditions, exposed to stress, conflict situations, changing rapidly environment, coping with people being in dramatic, injure or death exposed situations.

## 4. PSYCHOLOGICAL APTITUDE

This assessment will aim to measure five major dimensions of personality: Openness, Conscientiousness, Extraversion, Agreeableness, and Neuroticism (commonly known as Big Five). The assessment will consternate to check suitability for work and checked against the requirement of the job profile.

Below is the short description of the dimensions to be assessed:

### **Openness**

Openness describes a person's tendency to think in abstract, complex ways. High scorers tend to be creative, adventurous, and intellectual. They enjoy playing with ideas and discovering novel experiences. Low scorers tend to be practical, conventional, and focused on the concrete. They tend to avoid the unknown and follow traditional ways.

### **Conscientiousness**

Conscientiousness describes a person's ability to exercise self-discipline and control in order to pursue their goals. High scorers are organized and determined, and are able to forego immediate gratification for the sake of long-term achievement. Low scorers are impulsive and easily side tracked.

### **Extraversion**

Extraversion describes a person's inclination to seek stimulation from the outside world, especially in the form of attention from other people. Extraverts engage actively with others to earn friendship, admiration, power, status, excitement, and romance. Introverts, on the other hand, conserve their energy, and do not work as hard to earn these social rewards.

### **Agreeableness**

Agreeableness describes a person's tendency to put others' needs ahead of their own, and to cooperate rather than compete with others. People who are high in Agreeableness experience a great deal of empathy and tend to get pleasure out of serving and taking care of others. They are usually trusting and forgiving.

### **Neuroticism**

Neuroticism describes a person's tendency to experience negative emotions, including fear, sadness, anxiety, guilt, and shame. While everyone experiences these emotions from time to time, some people are more prone to them than others.

This psychological aptitude assessment will be conducted during the obligatory training.