

## Are you ready to join the fastest growing European Agency?

The HR Unit within Frontex, the European Border and Coast Guard Agency, based in Warsaw, Poland, is looking for Contract Agents FGIV for the profiles of:



The purpose of this **Call for Expression of Interest** is to create a pool of successful candidates that are interested in employment in the HR Unit within Frontex as staff members (contract staff in function group IV), when positions become available.

### Frontex RCT-2022-00152 (contract staff in function group IV in HR)

#### Is this job for me?

We are looking for highly motivated HR 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. Frontex and its staff are committed to the values of Professionalism, Respect, Cooperation, Accountability and Care.

#### Why Frontex

We are essential in ensuring effective protection of EU's external borders. Together with the national authorities, we are dealing not only with migration and cross-border crime. We employ more than 2,100 staff from 29 countries. And there will be even more of us in the months and years to come as we build the European Border and Coast Guard Standing Corps, the first European law enforcement uniformed service. We recruit the most talented people and we offer a fast-paced working environment at the heart of one of Europe's most rapidly growing cities. To find out more about Frontex visit our website [here](#).

#### What will be my responsibilities

You will be providing HR services (professional support in HR-related matters and/or planning, organization and execution of HR-related activities and projects) in one of the domains highlighted above.

#### What we offer

- The place of employment is Warsaw, Poland.
- We typically offer a 5 years' contract of employment to the selected candidates with a probationary period of nine months. The contract may be renewed.

- Basic net salary for contract staff FGIV in Warsaw starts from 10,995 PLN (2,346 €) up to 14,852 PLN (3,169 €), depending on the years of relevant professional experience. The basic salary may be supplemented with household and expatriation allowances or other [allowances](#) depending on your personal situation<sup>1</sup>.
- Our package of benefits also includes: Possibly the best medical insurance in the market, sickness insurance, a competitive EU pension scheme, ‘flexi-time’ where overtime can be taken back as time off, teleworking/hybrid working, leaves, reimbursements for sports and fitness club memberships, public transport card, language classes, assistance from the expatriate services team, tax advantages for expatriate staff provided by the Polish authorities, and a gradually expanding accredited European School in Warsaw. Find out more about benefits at Frontex following [this link](#).

### What are the eligibility criteria

To be eligible, a candidate must:

- Possess a level of education which corresponds to completed university studies of at least three years attested by a diploma<sup>2</sup>;  
*Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States shall be taken into consideration.*
- Produce evidence of thorough knowledge of one of the languages of the European Union and of satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties (Common European Framework of Reference for Languages: B2 level);
- Be a citizen of one of the Member States of the European Union or the Schengen Associated Countries and enjoy full rights as its citizen;
- Have fulfilled any obligations imposed on him/her by the laws of the country of citizenship concerning military service.

### What are the selection criteria

<b><u>A. Professional qualifications, competencies and experience required:</u></b>	
<b>Essential:</b>	
1	Sound knowledge and proven professional full-time work experience of at least 3 years in HR service delivery.
2	IT proficiency in office automation tools and applications (Word, Outlook, Excel, and Power Point) and experience of at least two years in office management tasks and in working (on a daily basis) with electronic systems and large databases such as SharePoint, HRM databases, financial processing databases.
3	Experience of at least one year in working in a multicultural environment, preferably in an EU/international institution/body/agency.
4	Familiarity and compliance with fundamental rights and freedoms.
5	Ability to handle and analyse large volumes of data and to pay meticulous attention to details.
6	Very good ability to analyse, interpret, communicate and implement HR rules and regulations
<b>Assets:</b>	
7	Experience of at least one year with project management, preferably in an EU/international context or formal certification in project management.
8	Possessing a diploma of legal/social studies or experience in law related services
9	Experience of working with budgets, payroll and/or procurement
<b><u>B. Personal skills &amp; competencies required:</u></b>	
10	Excellent presentation, interpersonal and communication skills (ability to communicate clearly and precisely to different audiences both orally and in writing) in English.
11	High level of motivation, responsibility, initiative, and ability to work with a high degree of autonomy.

<sup>1</sup> In line with the Conditions of Employment of Other Servants of the European Communities (CEOS). Further details can be found in the [Staff Regulations and Conditions of Employment of Other Servants of the European Union](#).

<sup>2</sup> Diploma [recognized by any EU Member State](#) to be at least at EQF level 6.

12	High level of discretion and ability to handle confidential matters and to adopt an impartial and open-minded approach to issues.
13	Ability to cope with changes, work under time pressure to meet frequent, tight, and conflicting deadlines and to be able to prioritize accordingly.
14	Proven organizational skills and ability to make sound decisions, plan work assignments and monitor their implementation and to work effectively and cooperatively in a multicultural environment.

### How can I apply

- You should firstly create your [EPSO account](#) and insert personal, professional and educational information into the CAST database (*not required for candidates who have already created their account*).
- Then, you should submit your application to at least one of published FGIV profiles within the EPSO [CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT STAFF](#) (*not required for candidates who have already applied in one of the FGIV profiles*).
- Download the specific Frontex Application Form under this [link](#).
- Fill the Frontex Application Form (your name and surname should be written in the same format as indicated in your passport). It is critical to include the ID number of the application(s) you submitted via your EPSO account. Application Forms which are missing this information will not be taken into consideration.
- You may apply for more than one profile (HR Strategy - Pay, Benefits & Time Management - Talent Acquisition - HR Business Partnering - Expatriate Services - HR Regulatory & Compliance - Learning, Career Development & Retention - HR Budget, Contracts, Planning & Reporting).
- When you have completed and verified the document, upload it [here](#).
- Candidates are not obliged to have successfully passed the EPSO's CAST computer-based multiple-choice tests in order to apply for the Call. Being invited to interviews on the other hand is subject to them having ultimately passed any type of EPSO CAST FGIV test. This means the FGIV test does not need to be Human Resources-specific. Please see the 'What are the steps of processing of my application' section below for more information.

### What are the steps of processing of my application

**Review of applications (shortlisting):** The Selection Committee will review all unprocessed applications in 4 cycles, based on the dates the applications are submitted

- Applications received by 30 April 2023
- Applications received by 31 July 2023
- Applications received by 31 October 2023
- Applications received by 31 January 2024

The deadline for applications will be 31 January 2024 (with possibility for an extension).

As positions become available in Frontex, the Selection Committee will review and assess your EPSO application(s) and Frontex Application Form vis-à-vis job requirements of the vacant position(s). Each application will be processed only once (test/interview) - if a candidate fails the test or interview, he/she will be excluded from a further tests/interviews in this Call.

- **EPSO CAST tests:** Shortlisted candidates who are deemed suitable for interviews, and who have not yet passed an EPSO CAST FGIV test will be invited to take the test by Frontex HR staff. If a candidate has applied for multiple FGIV profiles in EPSO platform he/she should use the 'Motivation Letter' section of the Frontex Application Form to inform Frontex HR about what type of test he/she wishes to be invited for, i.e. Human Resources, or Finance, or Project Management, etc. In case of unforeseen circumstances that prevent a candidate who was invited to an EPSO CAST FGIV test to sit the test examination, he/she should inform Frontex HR at: [CA.JOBS@frontex.europa.eu](mailto:CA.JOBS@frontex.europa.eu) in the first instance and resubmit their application. This does not guarantee though that they will be shortlisted again to be invited to take the EPSO CAST FGIV test.

- **Interview with Frontex:** Shortlisted candidates will be invited for an online interview only after they have successfully passed an EPSO CAST FGIV test, after the relevant indication in the candidates' profile on the official EPSO website. The interviews will be conducted in English language.
- **Additional online tests (if required):** Frontex HR may decide to organise additional tests on specialised knowledge directly linked to the duties of the vacant positions.
- **Candidates who succeed in the interview (and in the test, if required) will be proposed to be included in the pool of successful candidates.** Each interviewed candidate will be notified about the outcome of his/her application.

### What else should I know

- Candidates should note that being successful during the interview and the test does not guarantee an employment offer.
- The work and deliberations of the Selection Committee are confidential and any contact with its members is strictly forbidden.
- If at any stage in the procedure it is established that any of the information relevant for the selection you have provided to us is incorrect, you will be disqualified from further proceedings.
- We expect all candidates to adhere to the principles of Professionalism, Respect, Cooperation, Accountability and Care when communicating with us. Disrespectful behaviour is not tolerated in Frontex.

### What is the subsequent selection process to fill vacant position(s)

*Note: Selection/appointment process is a specific activity of Frontex which is not subject of this publication. For the sake of transparency towards candidates, we are highlighting main elements of this subsequent process:*

- *The Selection Committee may recommend at any moment a candidate, who's name is in the pool of successful candidates, for an appointment.*
- *Appointment is decided by the Appointing Authority.*
- *Appointed candidate will be requested to provide Frontex with evidence of diploma(s) and professional experience, clearly indicating the starting - finishing dates and the workload.*

## General Information

### Communication

Any questions regarding the content of this Call should be sent to [CA.JOBS@frontex.europa.eu](mailto:CA.JOBS@frontex.europa.eu). In all correspondence you must cite your name as given in your Frontex Application Form.

Due to expected high volume of applications only candidates that have been invited for an interview will be informed about the outcome of their application. Date of formal closure of the Call will be published on Frontex website.

### Frontex and Fundamental Rights

Frontex considers respect for the protection of fundamental rights to be an unconditional and essential component of effective integrated border management. Frontex strictly adheres to the Charter of Fundamental Rights of the European Union, the European Convention for the Protection of Human Rights and Fundamental Freedoms, as well as relevant international law. We may check your understanding of Fundamental Rights during the interview/tests. For more information about Fundamental Rights in Frontex visit the link [here](#).

### Equal opportunities

We are an equal opportunities employer and we accept applications without discrimination on any grounds, such as gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## Personal Data Protection

Candidates' personal data shall be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The whole document about data protection can be accessed [here](#).

## Review and complaint procedures

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

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