

Provision of interim staff services to Frontex

Terms of Reference

Annex II to invitation to tender

Frontex/OP/447/2019/KM - Relaunch

1. Background information

The European Border and Coast Guard Agency (Frontex) has been established under Regulation (EU) 2016/1624 of 14 September 2016. 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 from the current number of more than 650 to meet its expanded tasks.

Frontex (also referred to as the 'Agency') may need interim personnel as partial replacement or partial complement to its statutory staff in its headquarters in Warsaw (Poland), in the following situations:

- to replace staff absent due to maternity leave, parental leave, longer-term sickness or other similar reasons;
- to cope with peak periods which require additional workforce for a limited period of time;
- to carry out, on a temporary basis, certain tasks resulting from specific projects, which are additional to the ordinary ones.

The overall objective of the contract is to provide Frontex with the necessary interim personnel in a timely manner and in line with the requested job profiles.

In 2018, the Agency requested services of 60 interim staff of various profiles. This information shall be treated indicatively as Frontex needs for interim services may vary over time depending on the business needs. The future contractor shall have sufficient capacity and procedures in place to provide for this kind of fluctuations and be capable to guarantee the continuity and stability of the delivered services.

2. Contractual information

Frontex will conclude a multiple framework ranking (cascade) contract with minimum two (2) and maximum five (5) professional and experienced interim services providers in order to ensure a high quality of interim services to the Agency according to the present Terms of reference.

The contract will be concluded for one year with a possibility of maximum three one-year extensions for a total period not exceeding 4 years of the total duration of the framework contract.

The services will be ordered via the specific orders issued by Frontex. Contract implementation process is described in point 4 below.

3. Scope of the contract

3.1. Profiles of interim personnel

Having regard to Directive 2008/104/EC of 19 November 2008 on temporary agency work Frontex indicates that (having regards to many limitations of execution of certain tasks or duties) the interim personnel in Frontex should be considered to perform tasks similar to contract staff as indicated in Appendix 1.

Therefore, the indicative profiles of interim services that may be required under the contract have been defined in Appendix 1. The job descriptions and requirements indicated therein can be modified by Frontex during the contract implementation according to the actual needs of Frontex.

Additionally, Frontex reserves the right to request engagement of additional profiles, not included in Appendix 1.

Each profile has different salary that should be applied by the contractor in relation to the persons engaged as interim personnel in Frontex. Those salaries are indicated in EUR. Payments to the interim staff should be done either in EUR or in PLN, to the bank account indicated by the interim personnel. In case of payments in PLN the exchange rate that should be used is the one of the month in which the specific order is signed by Frontex

according to the InforEuro rates published by the European Commission (link: <http://ec.europa.eu/budg/inforeuro/index#!/countries/>).

The exact net salaries that should be applied will be indicated in the request for services and the specific order.

The interim personnel may not be requested to handle sensitive unclassified information and European Union Classified information.

3.2. Language

The interim services must be rendered in English. Knowledge and use of other languages may be considered advantageous, depending of the requirements of vacant interim position indicated in the request for services.

3.3. Duration of interim services ordered by Frontex

Frontex plans its needs of the interim services on yearly basis for the upcoming calendar year. However, additional *ad hoc* orders may be placed during the year.

- The standard duration of requested delivery of interim services of an individual (interim personnel) shall be between 3 and 12 months.
- The minimum length of requested delivery of interim services of an individual (interim personnel) is foreseen for 1 month.

The maximum duration of requested delivery of interim services of an individual (interim personnel) shall be limited in line with the applicable national law. The contractor shall monitor the upcoming deadline of interim services provided by an individual interim staff and shall be solely responsible for providing its services in line with all applicable national employment laws.

Frontex generally prefers that, a personnel already familiar with the Agency continues to provide their interim services for the maximum allowed duration (under the same profile but eventually in a different business entity).

3.4. Place

The place of execution of services will be Frontex headquarters in Warsaw, Poland (currently located at Plac Europejski 6 / Wronia 31). The interim personnel will not be requested to carry out missions (business trips) outside Frontex Headquarters and the Agency will not request such actions.

3.5. Staffing needs

Currently, there are 40 interim personnel providing services to Frontex business entities. However, this number may vary over the time due to changing business needs of the Agency. Therefore, indicative number of required interim personnel may range between 20 (or less) and up to more than 100 and the contractor (service provider) shall be capable of providing interim services taking into consideration the above-mentioned fluctuations.

4. Contract implementation

4.1. Requests for services

Whenever the interim services are required by Frontex, Frontex Contract Manager will send the request for interim services by e-mail to the first ranked framework contractor at least 15 working days prior to the foreseen start date, with a possibility of shorter deadline in particularly urgent cases.

The request for services will specify the required profiles and competences and the expected contract duration (start and end dates).

Frontex shall provide the contractors with extra information on additional skills and characteristics within the required profile, if need be.

4.2. Ranking procedure

The first ranked framework contractor must provide Frontex with CVs of at least three suitable candidates per one position to be filled matching the requested profile within maximum 10 working days of receiving the request, unless requested them earlier in particularly urgent cases. The CVs shall be updated, in English language and preferably in a standardized format in order to ensure comparability.

In case the first ranked framework contractor will not provide the CVs of the suitable candidates within the required deadline or will not be able to offer suitable candidates (the candidates will not be accepted by Frontex after verification of CVs or after the interviews) the request for services will be sent to the second ranked framework contractor. In case the situation repeats with the second ranked framework contractor the request for services will be forwarded to the third ranked framework contractor. The same procedure will be applied as regards the next framework contractors, ranked as fourth and fifth on the ranking list.

Any modification of the request for services during the offering stage will cause restart of the process and the request will be sent to the first ranked framework contractor.

4.3. Selection of candidates

Frontex will have the right to invite one or more of the proposed candidates for interviews and tests at its premises in order to verify the declared competencies and the suitability of the individual.

Frontex will inform the framework contractor of its decision on selection of the candidate(s) by e-mail, within maximum 5 working days from the date of the interview.

4.4. Ordering process

The services will be contracted by Frontex via the specific orders.

Each specific order will specify:

- Name of the selected person(s);
- The profile for which the person was selected;
- Start and end date of the service ("defined period") per person;
- Daily net remuneration;
- Organizational entity of the Agency to which the person will be assigned.

Within maximum three (3) working days of an order being sent by Frontex to the contractor, Frontex shall receive it back, duly signed and dated. The period allowed for the execution of the tasks shall start to run on the date indicated in the order. On taking up the duties each individual shall be required to sign the declaration on confidentiality annexed to the framework contract.

Each framework contractor must be able to carry out in parallel several individual specific orders.

The contractors must also be capable of providing the services rapidly and with a high quality.

4.5. Payments for the services

Payments under the contract shall be made on the basis of monthly or quarterly invoices within 30 days of receipt of the relevant invoice submitted by the contractor. The exact invoicing period will be indicated in the specific order.

The payment will be made under the condition that the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted to Frontex. Frontex shall pay for each working day equal to 8 working hours (not including an obligatory unpaid lunch break).

The invoice has to be accompanied by:

- a copy of the time sheets approved by Frontex
- Proofs of payments (payslips, copies of bank statements or other proofs accepted in advance by Frontex) that the payments of salaries were made in line with the specific order. In case of payments

in PLN the exchange rate that should be used is the one of the month in which the specific order is signed by Frontex according to the InforEuro rates published by the European Commission (link: <http://ec.europa.eu/budg/inforeuro/index#!/countries/>)

- in case the specific order covers more than three interim staff the overview of the days worked and amounts paid to each interim staff should be attached as well;

The time sheets shall be submitted by each interim at the end of each calendar month to both parties, i. e. to the contractor and to Frontex HR Sector.

The invoices shall bear the reference number of the relevant specific order and name(s) of the interim staff.

In addition to the salary applied in line with the specific order (daily net remuneration multiplied by number of days worked by the interim personnel) Frontex will pay to the contractor the fee indicated in the financial offer.

The fee proposed by the tenderer must include all costs aligned with engagement of the interim staff in line with the applicable labour law of the contractor's country of residence and the country of provision of services:

- costs related to the candidates research,
- costs related to the engagement of interim staff (social security contributions, income tax etc, applicable both to an employer and an employee) imposed by the labour law applicable in the tenderer's country of residence and the country of provision of services. Please be aware that the requested under this FWC interim personnel remains staff of the contractor and the contractor will be obliged to engage interim staff in line with the local labour law and pay all taxes and social security contributions in line with the applicable laws and regulations. The interim personnel under this FWC is not Frontex staff. On the contrary, Frontex staff is employed based on the [Staff Regulations of officials and the Conditions of Employment of other servants of the European Union](#).
- the contractor's profit
- costs of contract management,
- "crediting" factor of covering payments to the interim staff,
- bank transfers,
- exchange rate variations,
- and all other costs necessary to provide the services in line with this document.

No other costs or additional fees will be paid to the contractor.

The fee must be indicated separately on the invoice.

5. Protection of personal data

Frontex ensures that applicants' and interim's personnel 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.

The legal basis for processing personal data is proper execution of the contract as well as ensuring safety and security of interim staff.

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 applicants will be accessible to strictly limited number of staff of Frontex.

There will be no automated decision making or profiling upon applicants' or interim's personnel personal data.

No data will be transferred to a third country or international organisation.

6. Working arrangement of interim personnel including public holidays

Working hours of interim personnel shall be the same as those in force at Frontex for its statutory staff.

The interim staff will be required to work 8 hours per working day (not including an obligatory unpaid lunch break). Working days are Monday to Friday with an exception of Frontex public holidays.

The list of Frontex public holidays (typically 18 days in a year) is published annually. These public holidays may not be fully in line with public holidays applicable in Poland. Whenever there is a discrepancy the Frontex public holidays shall prevail and be applied in view of the contract. The list of Frontex public holidays shall be communicated to the contractor in writing, on an annual basis, before the end of the current year for the next calendar year. Frontex will not require or pay for the interim services on those days.

A flexible time arrangement may be agreed with the respective line manager and the availability of flexible time arrangement may vary depending on particular needs and tasks.

An overtime work during working hours on working days may be requested only on an exceptional basis but it needs to be foreseen in the specific order. The calculation of payment for overtime should be attached to the invoice separately. The basis for calculation must be the daily remuneration divided into 8 hours:

- multiplied by 1.5 in case of overtime between 06.00 am and 10.00 pm and Saturdays,
- multiplied by 2 in case of overtime executed between 10.00 pm and 06.00 am and on Frontex holidays and Saturdays.

The interim personnel may not be requested to work in shifts or be in a stand-by working arrangements.

Frontex will not pay for any hours worked above a daily total of 8 hours unless the overtime work is expressly requested and ordered by Frontex in writing.

7. Temporary absence of the interim personnel and replacement procedures

Interim personnel who is temporarily incapable to work due to illness or accident must notify both the contractor and Frontex of his/her unavailability without delay, in any case at the latest by 10.00 am. on the first day of absence. The sick leaves shall be communicated to Frontex without delay also by the contractor's contact point.

Replacement rules for absences:

- a) Shorter absence (max. two calendar weeks).

As a rule no need for replacement is foreseen for the absence of interim personnel shorter than two weeks. However both parties may agree otherwise in case of exceptional circumstances or needs of Frontex.

- b) Longer absence (more than two calendar weeks).

In case when interim personnel reports a longer absence (two calendar weeks or longer sick leave or unpaid leave) the contractor shall be able to provide Frontex with CVs of proposed temporary replacement within 5 working days (upon Frontex request). Frontex may refrain from the possibility of having a replacement.

The leave management of Interim personnel should be regulated by the applicable national law, however the specific absence planning should be agreed between the individual (interim personnel) and Frontex (the line manager, to whom the interim personnel will report to).

The contractor shall be responsible for continuation of payment of salary without any repercussions on the invoicing. Frontex shall pay only for those days when the interim worked.

Replacement of the interim personnel for the duration of the ordered services, requested by the contractor, will be accepted by Frontex only in exceptional situations, based on written explanation providing reasons for the replacement and will be subject to Frontex prior approval. Such situations may happen on account of death, sickness or accident, or if the interim is unable to continue providing his/her services or for other reason beyond

the contractor's control (e.g. resignation). In such a situation a one week notice is foreseen unless the contractor is able to provide an immediate replacement acceptable to Frontex. Any replacement shall be with at least equivalent qualifications and experience to the person proposed in the original offer.

Whenever a replacement occurs, the contractor must ensure a high degree of stability of the services and smooth transfer of the contractual obligations.

In case of replacement of interim personnel by the contractor, the first five (5) days of replacement shall be charged onto the contractor. Otherwise, the contractor shall guarantee that the leaving interim personnel and the replacing staff work together during five (5) overlapping days to facilitate the smooth handover between the interim personnel.

Frontex reserves the right to request replacement of any interim personnel specified in the contract that is found by Frontex to be not suitable for the performance of his/her duties under the contract. Such request for replacement shall be duly justified and presented in writing with minimum two-week notice. New CVs shall be presented to Frontex in 10 working days.

The replacement, regardless whether requested by the contractor or by Frontex, shall not oblige Frontex to pay any additional remuneration, fees or costs other than those laid down in the initial contract. The contractor shall bear all the additional costs arising out of or incidental to such replacement.

8. Dress code and a code of conduct of interim personnel

The dress code at Frontex is business (smart casual is applicable when not meeting external guests).

The interim personnel is required to dress in an appropriate way, suitable for public administration office of high international standard.

A Frontex staff Code of Conduct¹ (as provided in Annex 2) shall be fully applicable to each interim personnel.

All candidates shall provide a copy of a valid clean criminal record certificate, not older than 6 months, on the day of interview.

A new criminal record certificate will also be requested in case of extension of interim personnel in case the period from the date of issue of the last certificate is longer than 6 months. If the person had applied for the new certificate and has not received the certificate yet, an application for a criminal record certificate shall be submitted instead which will be valid for a period of 15 days.

9. Contact person

A dedicated contact person shall be appointed by the contractor and be available and contactable within Frontex working hours. The contact point must be fluent in English and coordinate the communication with Frontex and implementation of the contract on the part of the contractor. One of its main tasks shall be direct involvement in a selection process and verification of the information presented by candidates in their CVs (e.g. language and computer skills, other skills and competencies relevant for the profile).

A change of this dedicated contract person shall be communicated to Frontex by the contractor in writing.

The replacement procedure must be foreseen by the Contractor in order to guarantee efficiency and continuity of the services (including leaves and unforeseen absences).

¹ Decision of the Executive Director 2012/120 of 15 November 2012 on the adoption of the Frontex Staff Code of Conduct.

10. Rights and entitlements

All issues (rights and entitlements) related to the employment, remuneration and social contributions (salary, health insurance, pension contribution, taxes) of the interim personnel must be covered and managed by the contractor in line with the national law applicable to employment of interim personnel.

The contractor is the sole responsible party to ensure compliance with national legislation. Frontex reserves the right to access the relevant documentation in relation to the provided interim services on its site in order to verify their legality.

Appendix 1 - Specific profiles of interim services:

Job Title:	1. (interim) Administrative Assistant (to be engaged in support of various areas of competence (administration, finance, information management, public relations, event organization and office logistics, project management, etc.))	
Purpose:	To provide administrative support to a specific Division or Unit in Frontex.	
Remuneration and tasks of post with similar functions in Frontex	Contract Agent, FGII. According to Article 80 of the CEOS²: <i>Clerical and secretarial tasks, office management and other equivalent tasks, performed under the supervision of officials or temporary staff.</i> <u>Daily remuneration: 51.23 EUR net</u>	
Overall list of tasks that may be adjusted to particular business need related with the purpose above:	General tasks for administrative assistant (administration, finance and projects): to ensure administrative support in administrative procedures; to co-ordinate the document flow and assist in archiving; to draft notes, letters, reports and follow up; to carry out data entry and support an administration of electronic databases; to support in preparation and evaluation of internal training; to assist at meetings, drafting minutes where necessary; to assist in correspondence, missions and agenda management; to arrange meeting venues, (optionally hotels or flights booking); to support the preparation and follow-up of financial commitments related to the specific activities of the designated Division/ Unit at Frontex; to assist in the financial monitoring; to file invoices, payment records and bank statements; to assist in preparation and follow up of financial documents; to prepare procurement requests, drafts of reimbursement claims and other relevant financial documents in line with the financial rules in place; to verify supporting documentation attached to claims, invoices and requests for payments; to provide assistance in preparation, implementation and monitoring of contracts; to support project team in management of projects; to provide statistical data (tables, graphs and charts) to support in drafting reports in various areas related to Frontex activities; to track and report team hours and file expense reports; to perform basic administrative tasks as copying, scanning, etc.	
	Essential requirements:	Advantageous criteria:
Education:	successfully completed secondary education related to the business needs.	depending on the business needs, the following criteria are considered advantageous: <ul style="list-style-type: none"> • university degree in the field of business administration, finance or economics; • knowledge of the EU financial regulatory framework; • additional education related to asset management;

² Article 80 of the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ L 56, 4.3.1968, p. 10), as lastly amended.

		<ul style="list-style-type: none"> • university degree in public relations, journalism or languages;
Work experience:	at least 1 year of professional experience in the specific area depending on the business needs.	<p>depending on the business needs, the following criteria are considered advantageous:</p> <ul style="list-style-type: none"> • previous experience in administrative and financial support tasks; • experience in information management; • experience in finance and business management, public procurement or accounting; • experience in supporting project management; • support in organization of press and outreach events; • proofreading and editing, text formatting and graphical files, knowledge of publishing workflows; • experience in assisting in organization of meetings and events in an international or multilingual context.
Computer skills:	very good skills in the main MS Office software (Word, Excel, Outlook).	<ul style="list-style-type: none"> • knowledge and experience in working with databases. • experience in professional layout tools such as Adobe Creative Suite (especially InDesign and Acrobat Pro) or MS Office Publisher.
Language skills:	very good command of both written and spoken English (at least B2)	knowledge of other EU language
Personal:	<ul style="list-style-type: none"> • high level of responsibility and ability to take initiative; • very developed level of service orientation; • ability to work under pressure and experience in organizing work and prioritizing accordingly; • ability to communicate efficiently at all levels internally and externally and in appropriate manner; • strong sense of accuracy and attention to detail; • high level of discretion and ability to handle confidential matters; • proven organizational skills • high level of service orientation; • ability to learn new skills and software • ability to work in a team. 	

Job Title:	2. (interim) IT Assistant (helpdesk and/or inventory clerk)	
Purpose:	<ul style="list-style-type: none"> To provide IT support to all staff or external stakeholders in the areas of computer networks and systems, software and telecommunications maintenance; support ICT stock control, assets distribution and inventory checks 	
Remuneration and tasks of post with similar functions in Frontex	<p>Contract Agent, FGIII. According to Article 80 of the CEOS:</p> <p><i>Executive tasks, drafting, accountancy and other equivalent technical tasks, performed under the supervision of officials or temporary staff</i></p> <p><u>Daily remuneration: 64.70 EUR net</u></p>	
Overall list of tasks that may be adjusted to particular business need related with the purpose above:	<p>to ensure the availability of technical facilities support for meetings;</p> <p>to provide basic support in Windows systems administration and support the users on IT-related incidents/ problems/ well-known errors (helpdesk support);</p> <p>to manage the local telephone exchange including user support, troubleshooting, telephone installation;</p> <p>to support users and their work stations, telephones, personal digital assistants (PDAs) and other IT equipment;</p> <p>to install, connect and move PC equipment;</p> <p>to manage user accounts;</p> <hr/> <p>to compare actual ICT stock with assets distribution records and database figures to obtain current inventory;</p> <p>to compare actual ICT assets distributed to end users with assets distribution records and database figures to obtain current inventory;</p> <p>to prepare and follow- up reports such as inventory balance and shortages;</p> <p>to prepare list of obsolete ICT assets and proceed with write-off reports.</p>	
	Essential requirements:	Advantageous criteria:
Education:	successfully completed secondary or higher education, preferably in the field of IT.	additional education in the field of computer science
Work experience:	<p>at least 2 years of professional experience after secondary school:</p> <ul style="list-style-type: none"> in the field of computer networks and systems, software and communication maintenance, or in the field related to inventory control or warehouse environment maintenance or management. 	<p>depending on the business needs, the following criteria are considered advantageous:</p> <ul style="list-style-type: none"> previous professional experience in IT supporting tasks; ICT equipment, accessories and spare parts stock control; experience in information management.
Computer skills:	<p>very good knowledge on Microsoft Operating Systems and Microsoft Technologies support;</p> <p>very good knowledge of hardware environment (PC, printers);</p> <p>very good skills in the main MS Office software (mostly MS Excel);</p>	
Language skills:	very good command of spoken English (at least B2)	knowledge of other EU language
Personal:	<ul style="list-style-type: none"> very good trouble shooting skills and experience in a first line support function; high responsibility and ability to take initiative; high level of service orientation strong clerical skills related with organizational and recording responsibilities; 	

	<ul style="list-style-type: none"> • ability to work under pressure and experience in organizing work and prioritizing accordingly, ability to work in a team; • ability to communicate efficiently at all levels internally and externally and in appropriate manner; • being capable to carry out physical work (if needed).
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Job Title:	3. (interim) Statistician	
Purpose:	To provide advice and support in specific statistical areas	
Remuneration and tasks of post with similar functions in Frontex	<p>Contract Agent, FGIII. According to Article 80 of the CEOS:</p> <p><i>Executive tasks, drafting, accountancy and other equivalent technical tasks, performed under the supervision of officials or temporary staff</i></p> <p><u>Daily remuneration: 64.70 EUR net</u></p>	
Overall list of tasks that may be adjusted to particular business need:	<p>to complete and oversee a variety of professional assignments involving the systematic collection, compilation and interpretation of numerical data;</p> <p>to produce charts, tables and graphs related to the statistical analysis;</p> <p>to prepare statistical reports, analysis of statistical tables, charts and graphs;</p> <p>to assist in the interpretation and evaluation of research results;</p> <p>to develop easy-to-analyze samplings techniques and processes.</p>	
	Essential requirements:	Advantageous criteria:
Education:	university degree in statistics, economics or econometrics (at least bachelor degree)	additional specific certifications in statistical consulting.
Work experience:	at least 2 years of professional experience in statistical consulting	
Computer skills:	proficiency in the Statistical Analysis System (SAS), very good knowledge of the main MS Office software (Excel, Word, Outlook)	
Language skills:	very good command of English, both spoken and written (at least B2)	knowledge of other EU language
Personal:	<ul style="list-style-type: none"> • ability to handle confidential matters and high level of discretion; • high responsibility and ability to take initiative; • high level of service orientation; • ability to work under pressure and experience in organizing work and prioritizing accordingly; • ability to communicate efficiently at all levels internally and externally and in appropriate manner; • ability to work in a team. 	

Job Title:	4. (interim) Proof reader/Editor	
Purpose:	To ensure linguistic accuracy of internal and external written documents and texts	
Remuneration and tasks of post with similar functions in Frontex	Contract Agent, FGIV. According to Article 80 of the CEOS: <i>Administrative, advisory, linguistic and equivalent technical tasks, performed under the supervision of officials or temporary staff.</i> <u>Daily remuneration: 81.95 EUR net</u>	
Overall list of tasks that may be adjusted to particular business need:	To perform linguistic checks of documents or texts (review for spelling errors, punctuation errors, typos or incorrect use of regional English); To check documents/texts for compliance with Frontex style conventions and terminology; To edit documents/texts to improve the flow and overall quality; To review documents for compliance with Frontex Corporate Visual Identity; To assist with drafting certain documents (communication, web-content, briefing notes, reports, guidelines etc.); To integrate inputs and corrections from many contributors into one file.	
	Essential requirements:	Advantageous criteria:
Education:	university degree in English philology or applied linguistics	postgraduate studies related with publishing and proofreading and/or related with English language
Work experience:	at least 3 years of work-experience performing tasks as described above	<ul style="list-style-type: none"> previous experience in the field of proofreading, editing or producing publications (text formatting, graphical files etc.) background in migration or law-enforcement
Computer skills:	very good knowledge of the main MS Office software (Word, Excel, Outlook).	experience in professional layout tools such as Adobe Creative Suite (especially InDesign and Acrobat Pro) or MS Office Publisher
Language skills:	very good command of English (at least C1 level)	<ul style="list-style-type: none"> knowledge of other EU language; practical knowledge of the Academic Writing Style.
Personal:	<ul style="list-style-type: none"> accuracy attention to detail; excellent English grammar and spelling skills; very good drafting skills; ability to work under pressure and meet deadlines; prioritizing skills; ability to work in a team; very good communication skills; service-oriented attitude. 	

Job Title:	5. (interim) Senior Legal Assistant	
Purpose:	To provide support in specific areas of EU and Polish law	
Remuneration and tasks of post with similar functions in Frontex	<p>Contract Agent, FGIV. According to Article 80 of the CEOS:</p> <p><i>Administrative, advisory, linguistic and equivalent technical tasks, performed under the supervision of officials or temporary staff.</i></p> <p><u>Daily remuneration: 81.95 EUR net</u></p>	
Overall list of tasks that may be adjusted to particular business need:	<p>To provide legal support either in one or more of the following areas of EU law:</p> <ul style="list-style-type: none"> • external borders; • staff rules and regulations; • case law; • financial rules and regulations or • personal data protection rules and regulations. <p>To provide legal support either in one or more of the following areas of Polish law:</p> <ul style="list-style-type: none"> • civil law; • tax related issues; • administrative law; • case law. <p>To draft and review legal texts, which may include briefing notes, legal opinions, Implementing Rules, Director's Decisions in relation to a variety of aspects of EU public law.</p>	
	Essential requirements:	Advantageous criteria:
Education:	university degree in Law	
Work experience:	at least 3 years of work-experience performing tasks as described above	<ul style="list-style-type: none"> • experience and ability to draft clear and concise legal documents; • expertise in the European public or administrative law.
Computer skills:	very good skills in the main MS Office software (Word, Excel, Outlook).	
Language skills:	very good command of both spoken and written English (at least B2)	knowledge of other EU language
Personal:	<ul style="list-style-type: none"> • strong sense of accuracy and attention to detail; • ability to handle confidential matters and high level of discretion; • high responsibility and ability to take initiative; • high level of service orientation; • ability to work under pressure and experience in organizing work and prioritizing accordingly; • ability to communicate efficiently at all levels internally and externally and in appropriate manner; • ability to work in a team. 	