

NATIONAL EXPERT SECONDED TO EMSA

PROJECT OFFICER IN TRAINING & CERTIFICATION OF SEAFARERS Ref. n°: EMSA/SNE/2013/03

The European Parliament and Council Regulation (EC) No 1406/2002¹, as amended, provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

The European Maritime Safety Agency is one of the European Union's decentralised agencies. Based in Lisbon, the Agency provides technical, operational and scientific assistance to the European Commission and Member States in the fields of maritime safety, maritime security, prevention of, and response to, pollution caused by ships as well as response to marine pollution caused by oil and gas installations. The Agency also contributes to the overall efficiency of maritime traffic and maritime transport.

EMSA invites you to send your application for a Seconded National Expert. This position as Project Officer in Training & Certification of Seafarers will be attached to Department B "Safety Standards", Unit B.1 "Visits and Inspections," Sector B.1.2 "Training of Seafarers."

More information about the Agency and its structure and activities can be found on our website: <http://www.emsa.europa.eu>

Conditions of Employment:

This vacancy notice concerns a Seconded National Expert position. Rules applicable to National Experts seconded to EMSA can be found on the following link:

<http://91.231.216.7/recruitment-info/seconDED-national-experts.html>

Please read carefully these rules before applying.

¹ OJ L 208, 5.8.2002, p.1, as amended by Regulation (EC) No 1644/2003 of the European Parliament and of the Council of 22 July 2003 (OJ L 245, 29.9.2003, p. 10) and Regulation (EC) No 724/2004 of the European Parliament and of the Council of 31 March 2004 (OJ L 129, 29.4.2004, p. 1), as amended by Regulation (EU) No 100/2013 of the European Parliament and of the Council of 15 January 2013 (OJ L 39/30, 09.02.2013, p.30-40).

The initial duration of the secondment is one year with possibility for extension.

The place of employment is Lisbon, Portugal.

Functions and Duties:

Under the responsibility of the Head of Unit B.1, Visits and Inspections, the successful candidate will be part of a team and assist in the following duties:

- Analysis of documents and information as part of the preparation of visits to Member States and inspections to third countries in line with Directive 2008/106/EC, as amended;
- Participation in visits and inspections to relevant maritime administrations and MET institutions; contribution to maintaining the relevant records and files;
- Contribution to the drafting of the reports following visits and inspections;
- Participation in the evaluation of the effectiveness of the methodologies applied during the visits and inspections;
- Contribution to the maintenance and updating of the STCW Information System;
- Participation in various meetings, workshops, conferences relevant to the work of Unit B.1 and Sector B.1.2;
- Contribution to training sessions delivered by staff allocated to Sector B.1.2.

Main qualifications and skills:

- University degree or equivalent qualification or professional experience;
- At least 4 years of professional experience acquired after the award of the required qualification. When no university degree or equivalent qualification has been acquired, 8 years of experience is required of which 4 must be relevant to the post;
- Very good level of written and spoken English with the ability to draft clear and concise texts;
- Good knowledge of EU maritime safety legislation, in particular in the field of education, training and certification of seafarers;
- Good knowledge of the main IMO and ILO maritime conventions;
- Good Knowledge of the role of maritime administrations;
- Overall knowledge of the roles and functions of stakeholders in the Maritime Community (i.e. IMO, ILO, EU and EMSA, ship owners and industry organisations, flag, port and coastal states, seafarers organisations, offshore registries etc);
- Knowledge of quality management systems and standards e.g. ISO 9001:2000;
- Ability to make presentations to groups;
- Good communication skills;
- An understanding of interviewing and auditing techniques;
- Sense of responsibility and attention to detail;
- Good knowledge of MS Office software;
- Teaching experience would be an advantage.

Submission of applications:

Each application shall contain the following documents:

- a) A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> or downloaded from our site).
- b) A duly completed and signed [declaration of honour](#) (which can also be downloaded from our site).

Please note that candidates cannot send their applications to EMSA directly; the Permanent Representation must send your application to EMSA, at the following email address before the deadline: Mail_Recruitment@EMSA.europa.eu

EMSA will only take into account applications received before the deadline which is **29 November at 17 hours (Lisbon time)**. Please liaise with your Permanent Representation to ensure that your application reaches it well on time.