

## **INTER-AGENCY JOB MARKET VACANCY NOTICE**

### **EMSA/IAJM/AD/2017/03**

In order to promote the mobility of Temporary Agents across Agencies, the European Maritime Safety Agency (EMSA) wishes to inform **Temporary Agents (2f)** in category AD5 – AD6 of the following selection procedure for a Reserve list for a Payroll Officer.

Payroll Officer  
**(AD5-AD6)**

#### **1. Background**

The European Maritime Safety Agency was established for the purpose of ensuring a high, uniform and effective level of maritime safety, maritime security as well as prevention of and response to pollution by ships within the EU.

The idea of a European Maritime Safety Agency (EMSA) originated in the late 1990s along with a number of other important European maritime safety initiatives. EMSA was set up as the regulatory agency that would provide a major source of support to the Commission and the Member States in the field of maritime safety and prevention of pollution from ships.

The European Parliament and Council Regulation (EC) No 1406/2002 provide the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

#### **2. Tasks of the Agency**

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 and supports European Cooperation on coastguard functions.

#### **3. Unit A.1 - Human Resources & Internal Support**

Unit A.1 is responsible for the development and implementation of sound human resources management and personnel policies and procedures throughout EMSA, as well as implementation of the Protocol on Privileges and Immunities. Advice to management on these matters. Support for EMSA events.

##### **A.1.1 HUMAN RESOURCES**

Implementation of the Staff Regulations and the Conditions of Employment of Other Servants. Development, implementation and support of staff policy in the areas of: recruitment, administration of current staff, development and training, remuneration and staff welfare. Implementation and support to staff for all rights and obligations regarding the Protocol on Privileges and Immunities.

### **A.1.2 STAFF DEVELOPMENT & INTERNAL SUPPORT**

In charge of the implementation of EMSA Staff Development Policy as well as an accurate application of rights and obligations under the Protocol on Privileges and Immunities (Seat Agreement). In addition, the sector is responsible for document management and archiving policies at EMSA.

## **4. Functions and Duties**

The Payroll Officer, under the responsibility of the Head of the Human Resources Unit, will be responsible for the management of the EMSA payroll and of the determination of rights under Annex VII of the Staff Regulations. The Payroll Officer also assists in the management of personnel related budget lines and project financed staff. In particular they will be responsible for the following tasks:

- Coordination with the Pay Master's Office (PMO) of the Commission for the administration and calculation of the salaries;
- Processing of the EMSA salaries and other related payments (family allowances to third parties, social contributions, etc.);
- Determination of individual rights of staff members upon recruitment, during service and upon termination of service;
- Financial Management of salary related expenditure and personnel related budget lines, including project financed staff (cash flow, budget forecast, follow-up, overviews and reports, etc.);
- Processing and payment of the Seconded National Expert allowances and trainee grants;
- Coordinating the annual review of the determination of rights for staff, including family allowances;
- Preparation of pension and unemployment files for staff leaving the service;
- Maintenance of staff data in the central HR repository database;
- The creation and updating of relevant procedures and forms related to rights and obligations.

## **5. Eligibility and Selection Criteria**

### **ELIGIBILITY CRITERIA**

To be considered eligible to take part in this selection procedure, candidates must satisfy all of the eligibility criteria as specified below on the closing date for the submission of applications:

- Be a Temporary Agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their current agency in a grade and function group corresponding to the published function group and grade bracket;
- Have at least 2 years' service within their current agency before moving. Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
- Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such a member shall serve a full

probationary period with EMSA in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an *ex novo* contract.

#### A.1. Education:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

#### A.2. Language skills:

The main working language in the field of maritime safety is English. Candidates must therefore have a very good command of oral English, as well as in writing, with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

### B. SELECTION CRITERIA

#### B.1 Essential:

- At least two years of proven experience in processing payroll in an EU institution or Agency;
- At least one year in dealing with financial management: preparing cash flows, budget forecasts, overviews and reports;
- Very good working knowledge of the EU Staff Regulations and Conditions of Employment of Other Servants.

#### B.2 Advantageous:

- Working knowledge of IT financial management tools related to the functions;
- A degree, or a qualification equivalent to a degree level of study, in HR, finance or accounting;
- Knowledge of French.

**Candidates must clearly indicate on their application how the essential and advantageous criteria have been achieved.**

The advantageous criteria will be considered by the Selection Board depending on the number of applicants meeting the essential criteria.

Applicants must meet the required eligibility criteria concerning the required educational qualifications and years of experience, as well as the essential criteria by the deadline for this call for applications.

In addition to the requirements above, candidates invited to the interview and test phase may also be assessed against the following supplementary requirements:

Supplementary:

- The ability to take responsibility for specific areas of work and to deliver to high standards within specific deadlines;
- Having a high sense of confidentiality;
- Being well-structured, having an excellent eye for detail and being organised with the ability to focus on priorities;
- Excellent client/service orientation;
- Ability to deal with people tactfully;
- Ability to work well with others as well as autonomously.

## 6. General Conditions

In order to be eligible the candidate must:

- Be a national of one of the Member States of the European Union or of Iceland or Norway;
- Be entitled to your full rights as a citizen;
- Have fulfilled the obligations imposed on you by the laws concerning military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post.

## 7. Conditions of Employment

This vacancy notice concerns a Temporary Agent position, pursuant to Article 2 f) of the Conditions of Employment of other servants of the European Union.

The successful candidate will be offered a contract in accordance with the [decision of EMSA's Administrative Board of 25 March 2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary agents under Article 2\(f\) of the Conditions of Employment of Other Servants of the European Union](#).

The place of employment is Lisbon, Portugal.

## 8. Submission of Applications

Candidates must submit their application by email within the deadline. Applications must:

- Be submitted by email to: [Recruitment@EMSA.europa.eu](mailto:Recruitment@EMSA.europa.eu);
- Be received by EMSA by **17.00 Lisbon time, on the closing date of 7<sup>th</sup> July 2017**;
- Include 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);
- Include a motivation letter (in English).

All candidates will receive an acknowledgement of receipt for their application.

EMSA is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on any ground such as sex, 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, marital status or other family situation or sexual orientation.

You may apply in any of the official languages of the European Union, but it would be helpful to apply in English in order to facilitate the selection process.

## **9. The Selection Process**

For each selection process a Selection Committee is nominated. The selection is carried out in two phases:

1. In the first phase all eligible applications will be evaluated by the Selection Committee and scored against the selection criteria. Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled. The advantageous criteria will be considered by the Selection Committee depending on the number of applicants meeting the essential selection criteria.

On this basis, the Selection Committee will invite to the interview and to the test phase the best qualified candidates (maximum of 10), on condition that they have achieved at least 60% of the highest possible score during the evaluation of applications. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

2. In the second phase, the selected candidates will be invited to pass one or several written tests related to the job profile and to take part in a selection interview.

During this recruitment phase, the selected candidates will be evaluated by the Selection Committee. After the interviews and tests, the Selection Committee will draw up a list of the most suitable candidates to be proposed to the Appointing Authority. Only candidates receiving at least 70% of the maximum points at interview and at the test phase will be included in the list of the most suitable candidates. The Appointing Authority will select the successful candidate and decide whether to also adopt a reserve list. The successful candidates will be informed accordingly.

All candidates will receive an information letter of the outcome of their application. Please note that a binding commitment can only be made after verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list will remain valid for a period of 1 year following its establishment. Therefore candidates whose name will be put on a reserve list could be offered a contract during this period of time. Please note however that inclusion in the reserve list does not guarantee recruitment.

Please note that the selection process may take several months to be completed and that no information will be released during this period.

For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to [recruitment@emsa.europa.eu](mailto:recruitment@emsa.europa.eu)

**Requests for information and appeal:**

An applicant who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the Chairperson of the Selection Committee.

For information on how to lodge a complaint and/or an appeal procedure, please consult the 'General Information for Recruitment' overview on our website for more information:

<http://www.emsa.europa.eu/recruitment-info.html>