

## INTER-AGENCY JOB MARKET VACANCY NOTICE

### EMSA/IAJM/AD/2020/02

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 – AD7 of the following selection procedure:

#### PROJECT OFFICER FOR RESEARCH AND ANALYTICS (AD5-AD7)

#### 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 1990's along with a number of other important European maritime safety initiatives. EMSA was set up as the decentralised agency that would provide a major source of support to the European Commission and the Member States in the field of maritime safety, security and prevention of pollution from ships. The Agency was established by Regulation (EC) No 1406/2002 and subsequent amendments have refined and enlarged its mandate to cover among other measures, the efficiency of maritime transport.

#### 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.

EMSA's activities can be broadly described as:

- providing technical and scientific assistance to the Member States and the European Commission in the proper development and implementation of EU legislation on maritime safety, security, prevention of pollution by ships and maritime transport administrative simplification;
- monitoring the implementation of EU legislation through visits and inspections;
- improving cooperation with and between Member States;
- building capacity of national competent authorities;
- providing operational assistance, including developing, managing and maintaining maritime services related to ships, ship monitoring and enforcement;
- carrying out operational preparedness, detection and response tasks with respect to pollution caused by ships and marine pollution by oil and gas installations;
- at the request of the European Commission, providing technical operational assistance to non-EU countries around relevant sea basins.

### **3. Unit 1.3 - 'Capacity Building'**

Unit 1.3 is responsible for activities in support of the Professional Development and Training of staff from the competent authorities performing Flag, Port and Coastal State responsibilities.

It hosts the EMSA Academy and provides technical assistance to Member States, Enlargement and Neighbouring countries. It is also responsible for deriving knowledge from the data and information gathered in the Agency through Analytics.

The Unit is responsible for the designing, developing, keeping up to date and delivering of structured and modular training programs for the benefit of officials from Member States, other EU Agencies, ENP and IPA Countries. This includes, but is not be limited to, the management of tools, the development and continuous update of relevant curricula and syllabi, the development and delivery of eLearning and online courses, the development of simulated ship inspections using Virtual Reality, and the assessment and certification of individuals following agreed methodologies. The Unit provides also technical assistance to pre, during and post audit phase for IMSAS audits.

It manages the Projects having as beneficiaries the ENP Countries in the Mediterranean Sea and in the Black and Caspian Sea in the fields falling under the mandate of the Agency.

Finally the Unit is responsible for horizontal analysis and reports regarding the overall implementation of maritime legislation, the production of regular and ad hoc statistics, using data available from in house tools and applications to support the Commission and the Member States, the development of annual overviews in cooperation with relevant business units, the development of the Dynamic Overview of National Authorities, the coordination of EMSA's participation and follow-up on relevant Research Projects, in cooperation with the Business Units, the European Commission and other Agencies.

### **4. Functions and Duties**

Reporting to the Head of Unit 'Capacity Building', the Project Officer for Research and Analytics will be responsible for:

- Developing horizontal analysis and assessments regarding the overall implementation of maritime Regulations and Directives across Member States;
- Assisting in the preparation of reports for EMSA, the European Commission and other third parties as necessary, highlighting the findings, conclusions and any pertinent recommendations emanating from the analysis conducted;
- Producing regular and ad hoc statistics, using data available from in house tools and applications to support the Commission and the Member States;
- Producing annual overviews in cooperation with relevant business units;
- Coordinating EMSA's participation and follow-up on relevant Research Projects, in cooperation with the Business Units, the European Commission and other Agencies, and to maintain the relevant 'eLibrary';
- Supporting any other related activities of the Unit, including the training need analysis and reviewing of existing courses.

### **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 spoken and written English, 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 four years of proven professional experience in the area of social research or statistical analysis or research projects. Candidates should specifically mention in their CV the range of tasks covered, referring to specific examples, and their relevance to the functions and duties of this vacancy notice;
- Good general knowledge of EU and International Maritime Legislation. Candidates should specifically mention in their CV how this knowledge was acquired, referring to specific examples and their relevance to the functions and duties of this vacancy notice;
- Good general knowledge of the maritime industry. Candidates should specifically mention in their CV how this knowledge was acquired, referring to specific examples and their relevance to the functions and duties of this vacancy notice;
- Proven professional experience in developing descriptive statistical reports. Candidates should

specifically mention in their CV the range of tasks covered, referring to specific examples, and their relevance to the functions and duties of this vacancy notice;

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#### B.2. Advantageous:

- Professional experience in the maritime domain. Candidates should refer to specific examples in their CV, outlining the range of tasks covered and their relevance to the functions and duties of this vacancy notice;
- Professional experience and knowledge of effectiveness, cost-efficiency and cost-benefit analysis tools and the related economic analysis methodologies. Candidates should refer to specific examples in their CV, outlining the range of tasks covered and their relevance to the functions and duties of this vacancy notice
- Knowledge of Jasper or similar software.

**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:

- Excellent communication and written skills in English;
- Good organisational and co-ordination skills;
- Ability to work under pressure and respond to changes in a rapidly evolving work environment with tight deadlines;
- Strong sense of initiative and responsibility;
- Ability to work independently;
- Ability to quickly grasp issues that are politically sensitive and inform line managers accordingly;
- Having a supportive and helpful personality, with a co-operative and service-orientated attitude

## 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.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another European Union member state, are not eligible for calls for applications at EMSA due to the fact that they do not fulfil the requirements of Article 28 of the Staff Regulations/Article 12.2 of the Conditions of Employment of Other Servants/Article 82.3 of the Conditions of Employment of Other Servants, as appropriate, namely that they do not hold the nationality of a EU Member State.

## **7. Conditions of Employment**

The Project Officer for Research and Analytics will be appointed by the Executive Director, upon recommendation of the Chairperson of the Selection Committee.

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](#).

EMSA is an Agency focused on gender balance and a harmonic workplace and strongly encourages the applications of women for the positions where they are underrepresented.

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 11 May 2020;
- 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**

A Selection Board will be nominated by the Executive Director.

All the candidates will receive an acknowledgement of receipt.

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 (if applicable) 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 Board 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 written 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 be informed that due to the current COVID-19 situation, there is a possibility that the interviews and/or the written tests could be organised remotely. Further information on the organisation of the test and interview will be provided upon invitation.**

The reserve list will remain valid for a period of 1 year following its establishment with the possibility of renewal.

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 as to the possibility of recruitment.

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.

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

Candidates are strictly forbidden to make any contact with the members of the selection committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

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)

#### **10. Requests for information and appeal:**

How to request for information: An applicant who would like further information or considers that he/she has grounds for complaint concerning a particular decision of the selection procedure may send a request by e-mail to [recruitment@emsa.europa.eu](mailto:recruitment@emsa.europa.eu) preferably within 10 working days from the date he/she was notified.

EMSA Human Resources will forward the request to the Chairperson of the Selection Committee and the applicant will receive a reply as soon as possible.

How to lodge a complaint and/or an appeal procedure: An applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities (see Article 90 (2) of the [Staff Regulations as 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](#)) by e-mail [recruitment@emsa.europa.eu](mailto:recruitment@emsa.europa.eu) or registered mail at the following address:

Executive Director  
EMSA  
Praça Europa 4  
1249-206  
Lisbon  
Portugal

The time limit for initiating this type of procedure is three months from the time you become aware of the act allegedly prejudicing your interests.

Applicants can make a complaint to the European Ombudsman. Before submitting a complaint to the European Ombudsman, applicants must already have contacted EMSA about the matter and used all the internal administrative options for review and/or complaints provided for in the Staff Regulations.

More information: <https://www.ombudsman.europa.eu/en>.

#### **11. Personal Data protection**

The processing of personal data in the Community institutions and bodies like agencies is regulated by 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 Applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his/her personal data, (s)he shall address them to the delegated controller of the data, Head of Human Resources Unit. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor.

For more on personal data protection and related documents see the [Personal Data Protection page](#).