

## TRAINEESHIP NOTICE

### Ref. EMSA/TRAINEESHIP/2020/02

The European Maritime Safety Agency offers traineeships for a period of at least 3 months and at most 6 months. The traineeship program aims to provide trainees with work experience in the field of maritime safety legislation, response to pollution at sea and cooperation among member states in maritime related matters. In-service training enables trainees to acquire practical experience by means of their work and put into practice in a “maritime focussed” environment the knowledge they have acquired during their academic studies or professional careers. Detailed information related to the activities and structure of the European Maritime Safety Agency can be found by visiting the EMSA website at <http://www.emsa.europa.eu>.

From the publication of this call, EMSA envisages to select four trainees. The starting date of the traineeships is **1<sup>st</sup> September 2020 and finishing date is 28<sup>th</sup> February 2021**. More information about the selection procedure as well as the rights and duties of the trainees can be found in the [Decision N°2016/036 of the Executive Director relating to the rules governing the traineeship scheme of EMSA](#). The trainees will be awarded a monthly grant of **€ 1081.61** and a travel allowance as indicated in the above-mentioned decision, if applicable. The trainees will be assigned to work for the following Units complying with a diploma of relevant studies and competence.

#### 1. Traineeship Positions

##### Unit 1.1 - Sustainability

Unit 1.1 is responsible for tasks related to Sustainability and provides Member States and the Commission with technical assistance on matters related to the impact of shipping on the environment as well as assistance for preparedness and response to pollution from ships and offshore oil and gas installations.

##### **Assignment**

- ✓ Reviewing and updating of MAR-CIS datasheets;
- ✓ Testing software;
- ✓ Compiling a database for spill modelling tools;
- ✓ Assisting with the organisation of specialised meetings with member states.

The trainee should have the following skills:

- ✓ Good command of MS Office software

**Diploma required:** Chemistry, chemical engineering or related science background.

**Languages:** English level C1/C2.

## Unit 2.1 - Safety & Security

Unit 2.1 is responsible for providing technical assistance on matters regarding ship safety, marine equipment, autonomous ships, maritime security, accident investigation, places of refuge, flag State implementation, and port State control. It also hosts the Management Unit of EQUASIS. It is responsible for technical assistance to the Commission and the Member States for various safety topics including damage stability of passenger ships, fires on ro-ro passenger ships, autonomous ships, loading/unloading of bulk carriers, container ship and fishing ship safety and safety management.

### **Assignment**

- ✓ Ship safety, particularly with regard to analysis of the studies launched by EMSA and the European Commission in this field;
- ✓ Assisting with the preparation of training material;
- ✓ Supporting monitoring and evaluation of process's effectiveness;
- ✓ Assisting with records keeping.

The trainee should have the following skills:

- ✓ Structured;
- ✓ Meticulous;
- ✓ Attention to details;
- ✓ Patient.

**Diploma required:** Naval Architect, Engineering, IT, Naval, Maritime studies.

**Languages:** Fluency in both written and spoken English.

## Unit 3.2 - Digital Infrastructure

The Maritime Support Service provides a 24/7 operational and technical service with responsibility for ensuring systems availability and stability by monitoring the continuity of the incoming and outgoing data flows, quality reporting and incident management linked with all Agency maritime applications. In the event of maritime emergencies, the MSS acts as a single point of contact for mobilisation of EMSA operational services and will report to EMSA and the Commission on maritime accidents in accordance with the EMSA contingency plan.

### **Assignment**

Supporting the daily operations of the MSS under the supervision of the MSSOs on duty through:

- ✓ Daily data quality checks  
Daily reporting, monitoring newswires, monitoring and incident management, helpdesk service, etc.
- ✓ Engaging in specific tasks and surveys such as Hazmat or MRS reporting, according to the service needs.

The trainee should have the following skills:

- ✓ Computer skills (mainly MS Office), databases SQL or equivalent and Geographical information Systems (ARCGIS)

**Diploma required:** By order of priority, Diploma in Nautical Science (Mate/Master), Naval Engineering, Computer Sciences, Engineering IT diploma, Engineering in general.

**Languages:** Fluency in both written and spoken English.

#### Unit 4.2 - Legal, Finance and Facilities

The Unit provides advice to the Executive Director on legal, budgetary and financial matters and ensures compliance of legal and financial transactions with EMSA Financial Regulation.

#### **Assignment**

To provide assistance to the Legal Affairs section in Unit 4.2 in the following areas:

- ✓ Preparation of legal and procurement related documentation following the update of Procurement templates, rules and manuals;
- ✓ Assistance in drafting internal legal framework (as applicable);
- ✓ Assistance in the verification of legal/procurement files;
- ✓ Assistance in the e-procurement procedures;
- ✓ Assistance in maintaining the contract archive;
- ✓ Assistance in preparing presentations and other training materials;
- ✓ Updates of the Court cases.

The trainee should have the following skills:

- ✓ Proficiency in Word;
- ✓ Good knowledge of PowerPoint.

**Diploma required:** Master of Laws, preferably European Law (especially in the areas of Public Administration Law, Contract Law, Intellectual Property law).

**Languages:** Fluency in both written and spoken English.

## 2. Application

Interested candidates should apply by sending their application by **e-mail** to the following address:  
[traineeship@emsa.europa.eu](mailto:traineeship@emsa.europa.eu)

**The complete application must include the documents below:**

- 1) Application Form (in the same editable format, not scanned, with no images inserted as signature and with **all required fields completed**);
- 2) Copy of all the University Diploma/s or relevant official certificate/s declared in the application (self-certifications are not accepted).

In order to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have knowledge of English at B.2 level. Knowledge of languages declared on the application form, other than the mother tongue, must be supported by the appropriate justification, i.e. diplomas, certificates, proof of having studied in the language in question, etc.

Please note that in line with Article 2.1 of the EMSA Traineeship Rules, the EMSA Traineeship programme is addressed to nationals of the EU Member States (Iceland, Norway and candidate countries benefiting from a pre-accession strategy).

The closing date for application for the traineeship program is **24 June 2020**.

**Please note that only complete applications submitted within the deadline will be considered.**

**Please be informed that due to the ongoing situation related to COVID-19, EMSA reserves the right to modify the foreseen start and/or end dates of traineeships or to cancel them should circumstances so require. Candidates should also be aware that teleworking arrangements may also need to be put in place for some period of the traineeship, again depending upon the situation at the time.**