

## TRAINEESHIP NOTICE

### Ref. EMSA/TRAINEESHIP/2016/01

The European Maritime Safety Agency offers traineeships for a period of at least 3 months and at most 5 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 safety at sea matters. In-service training enables trainees to acquire practical experience by means of their work and put into practice 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 eight trainees. The starting date of the traineeships is **1<sup>st</sup> March 2016 and finishing date is 31<sup>st</sup> July 2016**. More information about the selection procedure as well as the rights and duties of the trainees can be found in the [Decision N°2007/030 of the Executive Director relating to the rules governing the traineeship scheme of EMSA](#). The trainees will be awarded a monthly grant of **€ 868.11** and a travel allowance as indicated in the above mentioned decision. The trainees will be assigned to work for the following Units complying with a diploma of relevant studies and competence.

#### 1. Traineeship Positions

##### ○ [‘Executive Office’](#)

Support to the Director in all areas under his responsibility, including policy, communication, planning and monitoring.

##### **Assignment**

- ✓ Implementing EMSA’s new visual identity in the preparation of publication layouts and data visualisation;
- ✓ Assisting in the development of the website;
- ✓ Building up and compiling EMSA’s image database;
- ✓ Stocktaking of existing publications and branded material;
- ✓ Assisting in the preparation of presentations.

**Diploma required:** Communication Science, Languages, Journalism, European Studies, Graphic Design, Multimedia Studies.

##### ○ [Unit A.1.3 ‘Events and Missions Support’](#)

Technical and logistical support to events organised by EMSA and processing of missions reimbursements and reimbursements to participants/experts.

### **Assignment**

- ✓ Following up on the incomplete expert reimbursement requests;
- ✓ Giving general logistical support as to the preparation of the Conference Centre and meeting rooms;
- ✓ Welcoming and registering the participants, distributing, copying and collecting reimbursement documents, accompanying participants to the meeting room;
- ✓ Assisting the other sectors of the Unit when needed.

**Diploma required:** Tourism, Events, Hotel Management.

#### ○ Unit A.3.1 'ICT Operations'

The Sector is responsible for the datacentre management (at primary and business continuity sites); for the hosting and IT Operations (2nd level) for all Maritime Applications; for the internal Corporate Services management (directory services, DNS, email, file server, SharePoint etc.); for desktop management and the service desk for internal users; for networking and security.

### **Assignment**

- ✓ Imaging computers and installing them on users' desks;
- ✓ Replacing ICT equipment;
- ✓ Transferring users files;
- ✓ Updating inventory of ICT equipment;
- ✓ Providing support to users;
- ✓ Drafting ICT policy/procedure;
- ✓ Replacing printer consumables;
- ✓ Providing assistance in the daily work of the Service Desk.

**Language:** High level in English required.

#### ○ Unit B.0.2 'Training and Cooperation'

Reporting to the Executive Director, this department is responsible for the verification and monitoring of the implementation of maritime safety legislation falling under the remit of the Agency. Supporting the Head of Department are two functions: one supporting budget planning and monitoring; and the other carrying out horizontal analysis in relation to the implementation of relevant legislation, in particular reporting on the outcome of the visits and inspections cycles undertaken by the Agency.

### **Assignment**

Supporting SAFEMED III and TRACECA II teams with the organisation of training sessions and other project related activities:

- ✓ Involvement in the preparation and organisation;
- ✓ Contacts with diplomatic authorities in the beneficiaries to facilitate the issuance of Visas to Schengen area;
- ✓ Support during the training sessions, as relevant;
- ✓ Contribution to the drafting of meeting's report;
- ✓ Involvement in other project related activities;
- ✓ Contribution to the drafting of papers and newsletters;
- ✓ Support with the launching of tenders procedures.

**Diploma required:** Law Degree, Economy Degree, Maritime Education & Training, Maritime Safety.

○ [Unit B.2.2 'Classification Societies'](#)

To organise and conduct assessments of Classification Societies that are already recognised, or are proposed for recognition, under Directive 94/57/EC and to assess the quality of work done by other inspection and certification bodies in related fields.

**Assignment**

- ✓ To assist the team of inspectors in preparing end of cycle reports and draft Commission assessments.

**Diploma required:** Maritime Law Degree or European Studies Law Degree.

○ [Unit B.3.3 'Ship Inspection Support'](#)

To develop, maintain and host Ship Inspection Support Tools to cater EU legislation, such as THETIS, THETIS-S, THETIS-PRF, MRV, RuleCheck, eLearning . Support the operational sections with the creation of user communities and broad implementation of the legislation supported by the tools. To access, collect, analyse and disseminate safety and environmentally related information on ships and their operations using in house tools as available. To produce objective, reliable and relevant statistics and trend analysis for the benefit of the Agency, the Commission, the Member States and the maritime community more generally. To host the Equasis Management Unit.

**Assignment**

- ✓ Analyse data retrieved from various modules of THETIS using the Jaspersoft BI tool;
- ✓ Analyse data retrieved from Equasis using the Jaspersoft BI tool;
- ✓ Produce templates for statistics retrieved from various modules of THETIS and Equasis;
- ✓ Provide support in the maintenance and enhancement of the Jaspersoft BI tool in relation to the THETIS application and its modules.

**Diploma required:** University degree in statistics, or applied mathematics or computer science or business Intelligence.

○ [Unit C.1 'Pollution Response Services'](#)

Provides Member States and the Commission with technical, operational and scientific assistance in the field of accidental or deliberate marine pollution by ships and oil and gas installations, and, upon request, delivers support in a cost-efficient way to the anti-pollution mechanisms of Member States.

**Assignment**

The trainee will be mainly assigned to MAR-CIS 2 project (MARine Chemical Information Sheets). In particular he or she will be involved in:

- ✓ Gathering information on new chemical substances to be included in the database;
- ✓ Update the existing information;
- ✓ Check and compare the existing database information with other information sources;
- ✓ Implement modification to the existing database;
- ✓ The trainee may also be involved in other tasks of Unit C.1.1.

**Diploma required:** Chemistry, Chemical Engineering.

○ **Unit C.2 'Information Services User Management'**

This unit focuses on the definition of new functionalities and requirements, as well as the operational day-to-day dialogue with end-users, linked with EMSA maritime information services. This will include Integrated Services (to Member States, and to other EU institutions and bodies such as EUNAVFOR; EFCA, FRONTEX), Vessel Reporting Services (SafeSeaNet and LRIT) and Earth Observation Services (CleanSeaNet). The unit will also be responsible for maritime policy issues.

**Assignment**

Assist the Earth Observation (EO) team in relation to:

- ✓ Daily monitoring of the availability and quality of services provided by the EO Data Centre;
- ✓ Reports and reporting tools for the EO team including service operational statistics;

Support the data input to the SSN system, giving valuable insight into the EU-related maritime safety position and the way that SSN works. The tasks would cover the input of:

- ✓ Accidents of EU interest occurring outside of EU/EEA waters;
- ✓ Accidents involving loss of illegal immigrants in Mediterranean and Black Seas.

**Diploma required:** Engineering or Science or Maritime

**2. Application**

Interested candidates should apply by sending their application by **registered mail** to the following address:

**EMSA - European Maritime Safety Agency**  
**Praça Europa 4**  
**1249-206 Lisbon**  
**Portugal**

Application must include the documents below:

- 1) Application Form;
- 2) Copy of the University Diploma.

The closing date for application for the traineeship program is **23<sup>rd</sup> December 2015**.

**Please note that only complete applications submitted by registered mail and within the deadline will be considered.**