

INTER-AGENCY JOB MARKET VACANCY NOTICE

EMSA/IAJM/AD/2017/01

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 Project Officer for Ship Inspection Support.

Project Officer for Ship Inspection Support
(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 B.3 - Environment & Capacity Building

Unit B.3 is responsible for providing technical assistance to the European Commission and the Member States on matters regarding the implementation and enforcement as well as possible amendments to EU legislation on Port State Control, Prevention of Pollution from ships and protection of the Environment. It is also responsible for training and capacity building activities, including assistance to Enlargement Countries and beneficiaries of the European Neighbourhood Policy (ENP). It also hosts the Management Unit of EQUASIS.

B.3.1 TRAINING AND COOPERATION

B.3.1 provides training and technical assistance to EU Members States, Iceland and Norway through seminars, training sessions, sharing best practices and e-learning with the objective to further improve the

effective and harmonised implementation of relevant EU maritime legislation. This includes the training for PSC Officers within the Paris MoU region as mentioned in Directive 2009/16/EC. B.3.1 also provides training and technical assistance to Enlargement countries and to the beneficiary countries of the European Neighbouring Policy (ENP).

B.3.2 MARINE ENVIRONMENT AND PORT STATE CONTROL

B.3.2 provides technical and scientific assistance to the Commission and Member States in the field of prevention of pollution caused by ships and promotion of sustainable shipping. This includes the development, implementation and enforcement of existing or proposed international and EU legislation (e.g. port waste reception facilities, minimising waste on board ships, ship recycling, air pollution (SOx, NOx), alternative emission abatement methods, alternative fuels and cleaner power technologies, greenhouse gas emissions and implementation of the MRV regulation, ballast water management, leachates from anti fouling paints, sanctions for ship source pollution and the rules on liability and compensation). B.3.2 is also responsible for technical assistance regarding the implementation of Directive 2009/16/EC as amended (Port State Control). This includes the participation in all bodies of the Paris Memorandum of Understanding on Port State Control.

B.3.3 SHIP INSPECTION SUPPORT

B.3.3 is responsible for the development, hosting and maintenance of tools to support the enforcement and monitoring of relevant EU legislation and Ship Inspection activities, such as THETIS, THETIS-EU, THETIS-MRV, RuleCheck, and MaKCs, the Agency's eLearning platform. B.3.3 is also responsible for the analysis and dissemination of safety and environment related information on ships and their operations, using in-house tools as available, and the production of objective, reliable and relevant statistics and trend analysis for the benefit of the Agency, the Commission, the Member States and the maritime community more in general. It also hosts the Management Unit of Equasis and ensures its daily running.

3. Functions and Duties

Under the responsibility of the Head of Unit B.3, Environment and Capacity Building, the successful candidate will be responsible for assisting in the activities of the Unit, and in particular shall be responsible for:

- Providing or supporting the system administration for THETIS and THETIS-EU including monitoring system performance, system maintenance, development of business rules to cater pre-set legal requirements or requests for support to national authorities carrying out coastguard functions at national and Union level, and testing of new deliveries;
- Testing and verification of deliverables for THETIS and THETIS-EU for contractual acceptance;
- Liaise with SSN, IMDATE, NSW, CSD system administrator for testing and verification of SSN developments for integration to THETIS system;
- Manning or Supporting the THETIS operational Helpdesk covering THETIS, THETIS-EU, RuleCheck and MaKCs;
- Monitoring of the information systems under the responsibility of the unit and provide IT support to resolve issues identified by the HelpDesk;
- Supporting the drafting of technical specifications and user requirement analysis;
- Producing statistical reporting on use of the systems under the responsibility of the unit as well as

- providing support in statistical activities or projects of the Agency;
- The maintenance and enhancement of statistical tools in relation to the THETIS application and its modules;
- Liaising with Equasis Management Unit and Equasis Technical Unit for testing and verification of Equasis developments.

4. 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:

- A relevant degree in the ICT field;
- Professional experience in user requirement analysis, drafting of technical specifications and user acceptance testing of information systems;

- Professional experience with descriptive statistical reports and data processing, collection and validation;
- Professional experience in providing first hand IT support either as dedicated HelpDesk or to resolve issues identified by the HelpDesk;
- knowledge of JAVA and SQL;
- Knowledge of Jasper or similar software and Talend.

B.2. Advantageous:

- Professional experience with maritime-related applications or in the maritime sector;
- Knowledge of the inspection database prescribed by Directive 2009/16/EC (THETIS) and the dedicated Union information system (THETIS-EU) for Sulphur and PRF Inspections;
- Project management experience.

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

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 work under pressure and to respond quickly to new demands;
- Good sense of initiative and responsibility;
- Excellent analytical skills and the ability to evaluate reports and draft clear and concise assessments;
- Good knowledge of Microsoft software, internet, email, etc.

5. 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.

6. 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.

7. Submission of Applications

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

- Be submitted by email to: Recruitment@EMSA.europa.eu;
- Be received by EMSA by **17.00 Lisbon time, on the closing date of 10 April 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.

8. 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

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>