

## TRAINEESHIP NOTICE

### Ref. EMSA/TRAINEESHIP/2018/01

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 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 seven trainees. The starting date of the traineeships is **1<sup>st</sup> March 2018** and **finishing date is 31<sup>st</sup> August 2018**. 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 **€ 934.51** 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

##### ○ [‘Executive Office’](#)

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

##### **Assignment**

- ✓ Implementing EMSA’s 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
- ✓ Supporting video production

The following skills would be considered advantageous:

- ✓ Basic knowledge of photography & film
- ✓ Competence in the MS Office suite
- ✓ Experience in using latest Adobe creative cloud software (Illustrator, InDesign, Photoshop, and Premiere Pro)
- ✓ Experience in producing data visualisation and infographics

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

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

○ **Unit A.1.1 'Human Resources – Missions Cell'**

Processing of mission reimbursements of EMSA staff.

**Assignment**

- ✓ Assisting in the preparation of professional missions ensuring that the relevant rules and procedures in place are respected
- ✓ Encoding of mission claims on behalf of the staff member making sure that the Mission Guide is respected
- ✓ Verifying the content of the files and scanning the supporting documents
- ✓ Assisting in administrative tasks linked to mission procedures
- ✓ Assisting in other tasks of the Unit as required
- ✓ Archiving and filing of mission related documentation

The trainee should have the following skills:

- ✓ Good organisational skills
- ✓ Ability to work in a team
- ✓ Knowledge of Excel

**Diploma required:** Tourism, Public Administration, Finances or any other related to the tasks to be performed.

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

○ **Unit A.1.2 'Internal Support – Events cell'**

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

**Assignment**

- ✓ Preparing meeting rooms, setting up of tables, chairs, flipcharts and equipment
- ✓ Welcoming and registering participants; Preparation of expert reimbursements
- ✓ Updating the weekly events list
- ✓ Preparing documents for meetings (badges, attendance list, reimbursement forms)
- ✓ Making copies of documents and check lists
- ✓ Supporting videoconferences and Webex meetings and setting up the equipment

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

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

○ **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
- ✓ Assist in the implementation of the teleworking policy
- ✓ Providing assistance in the daily work of the Service Desk

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

○ **Unit B.1.2 'Standards for Seafarers'**

Responsible for visits and inspections, in Member States and third Countries, under Directive 2008/106/EC. B.1.2 is also responsible for the maintenance and the enhancement of the STCW-IS, the information system which stores information on certificates and endorsements of recognition, and for the assistance to the Commission and the Member States on STCW, ILO and human element related issues.

The work involves becoming familiarised with the requirements established in the STCW Convention and in the related Directives. In addition, the trainee will become familiarised with the methodology used to conduct the visits and inspections as well as with the methods used to deliver training.

**Assignment**

- ✓ Assisting the inspectors in the preparation of the visits and inspections
- ✓ Assisting the team members in the delivery of training activities
- ✓ Assisting the assigned team member in the collection of data for the STCW-IS
- ✓ Assisting the staff in preparing documents related to the review of the Directives and the STCW Convention

The trainee should have the following skills:

- ✓ Capacity to work with statistics
- ✓ Capacity to work in an international team

**Diploma required:** Degree in maritime studies or related areas: Navigation, Marine Engineering, Maritime Logistics, Maritime Law or Maritime Economics.

**Language:** Excellent command of the English language is fundamental. Good knowledge of other languages an asset.

○ **Unit B.3 'Environment & Capacity Building'**

Unit B.3 is responsible for providing technical assistance and statistics 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.

**Assignment**

- ✓ Giving support in the compilation of Member States annual reports on compliance with Directive (EU) 2016/802 (Sulphur Directive)

- ✓ Redeveloping the training manual for THETIS-EU and THETIS, including the update of the configurations and data-loading in the training-versions of the applications
- ✓ Participating in testing MyShipEU in Rulecheck, to be available for tests in February 2018
- ✓ Derive performance figures (KPI) from NAGIOS

The trainee should have the following skills:

- ✓ Knowledge of the EU Marine Environment legal framework.

**Diploma required:** University degree in Statistics, ICT related; Communications (with applied IT skills).

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

#### ○ Unit C.2.2 'Maritime Support Services'

The MSS 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 and incident management
- ✓ Supporting the improvement of the information available in the Central Organization Database (COD), in particular the associate the areas to the organizations

The trainee should have the following skills:

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

**Diploma required:** Computer Sciences, Engineering IT, Engineering (general), Nautical Science, Naval Engineering.

**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 and with all required fields completed);
- 2) Copy of the University Diploma or relevant official certificate (self-certifications are not accepted).

The closing date for application for the traineeship program is **15 December 2017**.

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