

TRAINEESHIP NOTICE

Ref. EMSA/TRAINEESHIP/2018/02

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 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 **1st September 2018 and finishing date is 28th February 2019**. 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 **€969.71** 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 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.2.1 'Legal Affairs'**

Assisting with the entry into force of the new Financial Regulation in 2018 and the implementation of e-procurement.

Assignment

- ✓ Preparation of legal and procurement related documentation following the update of Procurement templates, rules and manuals
- ✓ Assistance in the verification of 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
- ✓ Capacity to work in an international team

Diploma required: Master of Laws, preferably European Law.

Language: 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.3.1 'Training & 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. It also provides training and technical assistance to Enlargement countries and to the beneficiary countries of the European Neighbouring Policy (ENP) through SAFEMED III and TRACECA II. The trainee will have the opportunity to work in a multicultural working environment and to liaise with representatives from many EU and non-EU countries.

Assignment

- ✓ Supporting the organisation of training sessions and seminars
- ✓ Reviewing and timely updating of the EMSA webpages for capacity building and for the two ENP projects managed by the Sector
- ✓ Supporting activities related to the provision of EMSA's tools and services to the ENP countries

The trainee should have the following skills:

- ✓ Very good use of Office (Word, Excel, PowerPoint, Outlook).

Diploma required: University degree in Maritime Studies, Communication studies or Law.

Languages: Fluency in both written and spoken English. French is desirable.

○ 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

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 **24 May 2018**.

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