

NATIONAL EXPERT SECONDED TO EMSA
Call for applications for an ‘Officer – Capacity Building’
Ref. n°: EMSA/SNE/2025/03

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 1990's along with a number of other important European maritime safety initiatives. EMSA was set up as the decentralised agency that would provide a major source of support to the European Commission and the Member States in the field of maritime safety, security and prevention of pollution from ships. The Agency was established by Regulation (EC) No 1406/2002 and subsequent amendments have refined and enlarged its mandate to cover among other measures, the efficiency of maritime transport.

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.

EMSA's activities can be broadly described as:

- providing technical and scientific assistance to the Member States and the European Commission in the proper development and implementation of EU legislation on maritime safety, security, prevention of pollution by ships and maritime transport administrative simplification;
- monitoring the implementation of EU legislation through visits and inspections;
- improving cooperation with and between Member States;
- building capacity of national competent authorities;
- providing operational assistance, including developing, managing and maintaining maritime services related to ships, ship monitoring and enforcement;
- carrying out operational preparedness, detection and response tasks with respect to pollution caused by ships and marine pollution by oil and gas installations;
- upon the request of the Commission providing technical assistance, including the organisation of relevant training activities, as regards relevant legal acts of the Union, to States applying for accession to the Union, and, where applicable, to European Neighbourhood partner countries and to countries taking part in the Paris MoU.

More information about the Agency and its structure and activities can be found on our website: <http://www.emsa.europa.eu>

EMSA invites you to apply for a Seconded National Expert as ‘Officer – Capacity Building’. This position will be attached to Department 1 ‘Sustainability & Technical Assistance’, in Unit 1.3 ‘Capacity Building’.

Conditions of Secondment:

This call for applications concerns a Seconded National Expert position.

Rules applicable to National Experts seconded to EMSA can be found on the following [link](#).

Please carefully read these rules before applying.

The initial duration of the secondment is one year with possibility for extension.

The place of employment is Lisbon, Portugal.

General conditions for the secondment:

This call for applications is open to experts working for intergovernmental organisations (IGOs) or Government or State Departments in the EU Member States, Norway or Iceland.

The secondment of an SNE by an employer other than a national, regional or local public administration, an international organisation or an IGO should be authorised only on a case-by-case basis, once it has been ascertained that the SNEs employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.

To qualify for secondment, experts shall:

- Have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in service and continue to be paid by that employer throughout the period of the secondment;
- Be a national of an EU Member State, Norway or Iceland.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates from the United Kingdom who do not hold the nationality of an European Union member state, are not eligible for calls for applications at EMSA due to the fact that they do not fulfil the requirements of article 1(3) of the Decision of the Administrative Board of 20 November 2009 Laying Down Rules on the Secondment to EMSA of National Experts and National Experts in Professional Training.

Functions and Duties:

The Officer – Capacity Building, under the responsibility of the Head of Unit 1.3, Capacity Building, will be adhering to the standards of the EMSA Academy management system and will be responsible of a number of tasks:

- Designing learning services outside formal education in the maritime domain with a focus on specific learning outcomes and competencies for selected job profiles (e.g. Ship Inspector, Accident Investigator, Pollution Response Officer, etc.), or duties (statutory surveys, approval and certification inspections), or context (EU and International maritime legislation);
- Developing learning services outside formal education in the maritime domain using inter alia the facilities of the eLaboratory, the Maritime Knowledge Centre (MaKCs) and the Virtual Reality Environment for Ship Inspection (VRESI);
- Delivering learning services outside formal education in the maritime domain in a blended approach (in-person, online synchronous and asynchronous modes);

- Contributing to the work of the EMSA Academy as Course Coordinator, Course Designer and/or Subject Matter Expert, and developing scenarios and case studies for learning services in accordance with the annual Harmonised Training Program (HTP);
- Contributing to other tasks concerning the work of the Capacity Building Unit, as instructed by the Head of Unit.

Main skills and qualifications:

- A university degree preferable in the maritime domain, or equivalent qualification, or relevant professional experience;
- At least 3 years of professional experience in either ship inspections, surveys, audits, acquired after the award of the required qualification. Candidates should specifically mention in their application the range of tasks covered, referring to specific examples. If no university degree or equivalent qualification has been acquired, seven years of relevant experience is required;
- Proven experience in the implementation and enforcement of European and International legislation falling within the mandate of the Agency;
- Good organisational skills;
- Ability to work as a member of a team, or as a team leader;
- Ability to work under pressure and to respond quickly;
- Ability to make presentations to groups;
- Ability to communicate in an assertive, clear and tactful manner;
- Experience in the development and delivery of training activities in the fields related to the mandate of the Agency would be an asset;
- Experience in creating and administering courses through Learning Management Systems (Moodle or similar) would be an asset;
- Experience using Microsoft Teams and Microsoft Office 365 suite would be an asset;
- Experience with the design of web pages and coding in HTML5 would be an asset.

Submission of applications:

Each application shall contain the following documents:

- a) 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).
- b) A motivation letter.
- c) A duly completed and signed [declaration of honour](#) (which can also be downloaded from our site).

Please note that candidates cannot send their application directly to EMSA. These applications are not considered valid. To be considered valid, the EU Permanent Representation or the EFTA Secretariat/Mission to the European Union (for Norway or Iceland), or the IGO, must send your application to: recruitment@emsa.europa.eu within the deadline below.

EMSA will only take into account applications received before the deadline which is **22 September 2025 at 17.00 hours (Lisbon time)**. Please liaise with the appropriate intermediary depending on your case, to ensure that your application reaches it well on time.

EMSA is an Agency focusing on gender balance and a harmonic workplace and strongly encourages the applications of women for the positions where they are underrepresented, especially SNEs positions.

The selection process:

For each selection process a Selection Committee is nominated. Each valid application will be screened based on the requirements of the job profile stated in this call for applications. The most suitable candidates will be called for an interview and a written test.

Please be informed that the interviews and written tests will be organised remotely.

Candidates are strictly forbidden to make any contact with the members of the selection committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure. All candidates will receive an information letter on the outcome of their application.

The reserve list, if established, will remain valid until 31/12/2026, with the possibility of renewal. Therefore candidates whose name will be put on a reserve list could be offered a secondment during this period of time. Please note however that inclusion in the reserve list does not guarantee a secondment.

For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@emsa.europa.eu.

Equal Opportunities:

EMSA is an equal opportunities agency. Seconded National Experts are selected without prejudice as to race, political, philosophical or religious beliefs, gender or sexual orientation and without reference to their marital status or family situation.

Requests for information and lodging a complaint:

How to request for information: An applicant who would like further information concerning a particular decision of the selection procedure may send a request by e-mail preferably within 10 working days from the date he/she was notified.

EMSA's Human Resources will forward the request to the Chairperson of the Selection Committee and the applicant will receive a reply as soon as possible.

How to lodge a complaint: An applicant may lodge a formal complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities by e-mail to Recruitment@emsa.europa.eu or registered mail at the following address:

Human Resources and Internal Support Unit
EMSA
Praça Europa 4
1249-206
Lisbon
Portugal

The time limit for initiating this type of procedure is three months (see Article 90 (2) of the [Staff Regulations as amended by Regulation \(EU, Euratom\) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013](#)) from the time you become aware of the act allegedly prejudicing your interests.

Applicants can make a complaint to the European Ombudsman at the address below or directly on Ombudsman's website <https://www.ombudsman.europa.eu/en/home>.

However, before submitting a complaint to the European Ombudsman, applicants must already have contacted EMSA about the matter and used all the internal administrative options for review and/or complaints provided for in the Staff Regulations.

Médiateur européen
1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
France

Personal data protection:

Any personal data provided by the Applicant shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. It shall be processed solely for the purposes of the recruitment exercise.

Should the Applicant have any queries concerning the processing of their personal data, they shall address them to the data controller, the Head of Human Resources and Internal Support Unit.

The Applicant shall have right of recourse at any time to the [European Data Protection Supervisor](#).
For more on personal data protection and related documents see the [Personal Data Protection page](#).