

INTER-AGENCY JOB MARKET VACANCY NOTICE

EMSA/IAJM/AD/2025/01

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-AD7** of the following selection procedure:

OFFICER – HUMAN RESOURCES MANAGEMENT (AD5-AD7)

1. Background

The European Maritime Safety Agency was established for the purpose of ensuring a high, uniform and effective level of maritime safety that aims at a maximum reduction of accidents, a high, uniform and effective level of maritime security, the reduction of greenhouse gas emissions from ships and the environmental sustainability of the maritime sector as well as the prevention of and response to pollution caused by ships and the response to marine pollution caused by oil and gas installations. The Agency supports digitalisation and the reduction of the administrative burden in the maritime sector by facilitating the electronic transmission of data and supports simplification and the provision of integrated maritime surveillance and maritime situational awareness systems and services to the European Commission and the Member States.

The Agency was established by the Regulation (EU) 2025/2434 of the European Parliament and of the European Council of 26 November 2025 on the European Maritime Safety Agency and repealing Regulation (EC) No 1406/2002.

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.

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.
- at the request of the European Commission, providing technical operational assistance to non-EU countries around relevant sea basins.

3. Unit 4.1: Human Resources and Internal Support

The Unit is primarily responsible for the implementation of the Staff Regulations (SR) and the Conditions of Employment of Other Servants (CEOS) as well as the development, putting into practice and providing support related to staff policy in the areas of recruitment, staff administration, career development, remuneration, staff welfare, learning & development and missions organisation and reimbursements.

In addition, the Unit is responsible for the implementation and monitoring of the rights and obligations under the Protocol on Privileges and Immunities (Seat Agreement) for the Agency and its staff.

The Unit is also in charge of the implementation across the Agency of the records management policy & procedures, archiving, mail handling, print and copy shop as well as the reimbursement of EMSA's events.

4. Functions and Duties

The 'Officer - Human Resources Management', under the responsibility of the Head of Unit for 'Human Resources and Internal Support', will be requested to work in one or more of the following areas:

Development and Implementation of HR Policies and Strategy:

- Creating HR policies, implementing rules and developing forms and templates for the implementation of policies/rules.

Internal Communication:

- Drafting communications on HR policies for staff, management and the Staff Committee.
- Liaising with staff members to address any doubts regarding HR rules or policies.
- Preparing surveys.
- Drafting articles for the staff newsletter on different HR topics, etc.

Staff Development:

- Providing input and implementing the Learning and Development policy.
- Providing input and implementing the annual appraisal exercise and the promotion/reclassification exercise.
- Assisting colleagues and management.
- Launching communication campaigns and creating guidance on both exercises.

Selection Procedures:

- Assisting the HR Unit with different projects relating to streamlining and simplifying selection procedures.
- Drafting and coordinating calls for applications and subsequent selection procedures.
- Screening CVs.
- Answering candidates' queries.
- Liaising with Selection Committee Members.
- Preparing the minutes and grids related to the selection procedure.
- Participating in Selection Committees as a member.

Focal Point for Outreach activities:

- Representing the Agency at fairs and events.
- Preparing drafts for the website.
- Following up on social media.
- Participating in outreach campaigns to attract talent.
- Putting in place actions to boost the attractiveness of EMSA as an employer.

Data Analysis and Reporting:

- Analysing data and trends.
- Drafting reports and analytic dashboards on various HR topics such as nationality, gender, absenteeism, survey results.
- Contributing to the Agency's strategic documents of the such as the Single Planning Document, Consolidated Annual Activity Report, Financial Statement.
- Managing the Establishment Plan from an HR perspective.

Financial and Budgetary Reporting:

- Analysing financial expenditure and providing estimates.
- Overseeing expenditure on different budget lines related to title I expenditure (staff expenditure) and to the expenditure on staff of project financed actions.

Project Development and Support to new areas of work:

- Assisting in the development and implementation of projects like career paths, internal mobility, new ways of working with AI, workforce analysis, diversity actions.
- Onboarding and accompanying of staff through their career etc.

5. Eligibility and Selection 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;
- 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.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration. Please note that degrees awarded by the UK up to 31/12/2020 are considered as valid.

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 spoken and written English, 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:

- At least five years of full time proven professional experience in an international environment.
- At least five years of full time proven professional experience in at least three of the areas stated under the functions and duties above. Candidates should detail specifically in their CV the tasks carried out and in which capacity.
- At least five years of full time proven professional experience working with Human Resource Management Systems (HRMS) and HR Data management. Candidates should detail specifically in their CV the systems used, the tasks carried out and in which capacity.

B.2. Advantageous:

- A good knowledge of the Staff Regulations and its Implementing Rules.

- A University Degree in Human Resources.
- Professional experience in an EU Agency or the European Commission.

Candidates must give details in their application, for the above-mentioned essential and advantageous criteria, of how the relevant experience or knowledge was acquired, including the range of tasks and their relevance to the functions and duties.

Applicants must meet the required eligibility criteria concerning the required educational qualifications and years of experience, as well as the essential criteria by the deadline for this call for applications.

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 (soft skills):

- Strong written and verbal communication skills.
- Strong analytical skills and attention to detail.
- Very good organisational skills.
- Strong interpersonal skills.
- A high sense of initiative, ability to propose improvements and new actions.
- A high sense of accountability and responsibility.
- A high sense of confidentiality and discretion.

6. 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 their full rights as a citizen.
- Have fulfilled the obligations imposed on them 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.

7. Conditions of Employment

The 'Officer - Human Resources Management' will be appointed by the Executive Director.

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.

If recruited from the reserve list, 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.](#)

EMSA is an Agency focused on gender balance and a harmonic workplace and strongly encourages the applications of women for the positions where they are underrepresented.
The place of employment is Lisbon, Portugal.

8. Submission of Applications

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

- Be submitted by email to: hazel.o'connor@emsa.europa.eu.
- Be received by EMSA by 17.00 Lisbon time, on the closing date of 12 March 2026.
- 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. Staff is selected without prejudice as to sex, racial or ethnic origin, religion or belief, disability, age 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.

9. 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 be informed that the interviews and/or the written tests will be organised remotely. Further information on the organisation of the test and interview will be provided upon invitation.

If established, the reserve list will remain valid until 31/12/2027, with the possibility of renewal. Therefore, candidates whose name will be put on a reserve list could be offered a contract during this time. Please note however, that inclusion in the reserve list does not guarantee recruitment. Please note that the selection process may take several weeks to be completed and that no information will be released during this period.

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.

Requests for information:

How to request for information: An applicant who would like further information or considers that he/she has grounds for complaint concerning a particular decision of the selection procedure may send a request by e-mail to recruitment@emsa.europa.eu preferably within 10 working days from the date he/she was notified.

EMSA 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 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 (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](#)) by e-mail recruitment@emsa.europa.eu or registered mail at the following address:

Executive Director
EMSA
Praça Europa 4
1249-206
Lisbon
Portugal

The time limit for initiating this type of procedure is three months from the time you become aware of the act allegedly prejudicing your interests.

Applicants can make a complaint to the European Ombudsman. 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.

More information: <https://www.ombudsman.europa.eu/en>.

10. Personal Data protection

The processing of personal data in the Community institutions and bodies like agencies is regulated by 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.

The Applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his/her personal data, (s)he shall address them to the delegated controller of the data, Head of Human Resources 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](#).