GUIDE TO THE EMSA ONLINE APPLICATION SYSTEM

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Introduction

The European Maritime Safety Agency’s staff consists of officials, temporary agents, contract agents, seconded national experts, national experts on professional training and trainees.

All vacant posts are published on our internet site. The method to apply for calls for application is different depending on the type of post however:

For temporary agent or contract agent posts you must use the e-recruitment tool to apply.

To apply to a seconded national expert, national experts on professional training or trainee position you must follow the procedures mentioned in the call for application.

In order to apply for any of our advertised temporary agent or contract agent positions, you need to create online your profile for each of the selected positions.

The aim of this guide is to give you a detailed description of the online procedure. It helps you step by step, showing you the different screens which will appear as you go through the creation of your EMSA profile and submission of your application. Please note that these screen shots are from a test call and not a call that was actually published on our website.

Using this guide will help you familiarise yourself with our online application system. You will be better prepared, and no surprises or questions should arise when you effectively proceed with your application.

Thank you for your interest in the European Maritime Safety Agency and good luck with your application!
1. The EMSA vacancies portal

All our vacancies can be found on the EMSA website [http://www.emsa.europa.eu/](http://www.emsa.europa.eu/) under the heading "Working with us", "Career Opportunities" on the upper left-hand side of the EMSA home page as shown below:
Here, under the ”Positions Available” tab you can view the list of the vacancies for temporary and contract agents, with the deadline for submission of applications for each one of them. By clicking on each link, you can consult the current published vacancies, as well as a link to take you to this user guide. Below you can see the page at the time of publication of the user guide.
2. **The vacancy notice**

Here is an example: after you chose a vacancy you will be able to scroll down to read the vacancy notice in its entirety online:

(i) **Upper part**

![Vacancy Notice Example](image)

**European Maritime Safety Agency (EMSA)**

**Vacancy notice EMSA/AD/2012/20 (Agency’s Temporary Staff)**

- **Post:** EMSA/AD/2012/20 - Assessor of Classification Societies
- **Directorate/Unit:** Unit B.1
- **Type of post:** Temporary agent post
- **Grade:** ADS
- **Location:** Lisbon

Closing date for applications: 25 October 2012

The selection of candidates will follow the EMSA Staff Recruitment Procedure. Candidates must apply for this post via the EMSA website [http://www.emsa.europa.eu](http://www.emsa.europa.eu) - vacancies. Please note that to make an EMSA online application you will need to create your EMSA profile using a valid e-mail address and a password.

### 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.


### 2. Tasks of the Agency

The Agency’s tasks are broadly divided into four key areas in line with its founding regulation and relevant EU legislation. Firstly, the Agency assists the Commission in monitoring the implementation of EU legislation relating, among others, to ship survey and certification, certification of marine equipment, ship security, the training of seafarers and Port State Control.

Secondly, the Agency develops and operates maritime information capabilities at EU level. Significant examples are the SafeSeaNet vessel tracking system, to enable the EU-wide tracking of vessels and their cargoes, and incidents on board; and the EU UERI Data Centre, to ensure the identification and tracking of EU flagged ships worldwide.

In parallel, a marine pollution preparedness, detection and response capability, which includes a European Network of Stand-by Oil Spill Response Vessels as well as a European satellite oil spill monitoring and vessel detection service (CleanSeaNet), contributes to an effective system for protecting EU coasts and waters from pollution by ships.
4. Functions and Duties

Under the responsibility of the Head of Unit B.1, Safety Assessments and Inspections and the Lead Assessor, the successful candidate will be responsible for:

- Participating in the managing and planning of the inspections to be carried out on classification societies;
- Carrying out the scheduled inspections including visits to ships;
- Reporting on findings of the inspections and proposing recommendations;
- Participating in the evaluation of the effectiveness of the inspection methodology;
- Participating in other tasks of the sector.

5. Eligibility and Selection Criteria

A. ELIGIBILITY CRITERIA:

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 university degree relating to the above mentioned field;

- At least one year of relevant professional experience in the area of the functions and duties;
- Good knowledge of the role and working methods of classification societies;
- Good knowledge of EU legislation and international conventions related to classification societies and ship safety;
- Good knowledge of international quality standards, such as EN ISO/IEC 17020:2004 and the ISO 9000 series;
- Very good communication skills.

B.2 Advantageous:

- Knowledge of a third EU language.
9. The Selection Process

Candidates must submit their application electronically solely via the EMSA website within the deadline. Applications by any other means (hard copy or ordinary e-mail) or submitted after the deadline will not be accepted.

All candidates will receive an acknowledgement of receipt for their application.

For each selection process a Selection Board is nominated. The Selection Board will evaluate all applications and select those candidates meeting the eligibility criteria and the best qualified candidates. Judged on the basis of the selection criteria, are short-listed for an interview. The selected candidates will be invited to pass one or several written exams 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 Board. After the interviews, the Selection Board will draw up a list of the most suitable candidates. The Appointing Authority will select the successful candidate and inform him/her accordingly. As soon as this decision is taken, all candidates will receive an information letter.

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 that the selection process may take several months to be completed and that no information will be released during this period. Once a selection process has been completed, its status will be displayed on our web site.

Please note that once you have created your EMSA profile, any correspondence regarding your application must be sent or received via your EMSA profile.

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 Board.

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:

Apply for this vacancy
3. Applying for a vacancy/Creation of an EMSA profile

If you wish to apply for a vacancy, you can initiate the procedure by clicking either on the specific button on the upper left-hand side of the page:

Or on the link to be found at the very end of the vacancy notice:

You will then be directed to a page giving you basic instructions and information on the application and recruitment procedure. In particular, your attention is drawn to the fact that you need to have a valid e-mail address in order to create your online EMSA profile and apply for the selected vacancy.

After this information page, you continue the process by clicking on the “Continue/Apply” link on the bottom of the page:

The next page gives you further explanations, (your e-mail address will be your username) and differentiates between applicants who have already created an EMSA profile (they can proceed
directly by clicking on the “logon” link at the bottom of the page) and applicants who have not yet created their profile (they have to click on the highlighted link “create your EMSA profile”). This page looks like this:

When you want to create your EMSA profile, you are directed to a page containing fields to fill in with your name and e-mail address which, from that moment onwards, will be used as your username. You have to create a password to access your profile and then just click on the button “Create user”:
As soon as this is done, you will receive confirmation of the creation of your EMSA profile:

Then, you have the choice between either simply returning to our home page for further consultation, or, going to your e-mail address where an e-mail will have been sent giving you further instructions for you to continue the application procedure.

This is the content of the confirmation e-mail:

As you can see, you will have to click on the link sent in the e-mail in order to activate your profile (this procedure is needed in order to ensure that the e-mail address you have provided is valid and correctly spelled). You also receive a link to be used in case you forget your password.

Once you have clicked on the above-mentioned link, you are re-directed to our internet site on the vacancies portal, to a page confirming that your profile has been activated, and providing the link enabling you to continue the application procedure:
You can now log in for the first time using your username (e-mail address) and password:

You are now logged in and you can start filling in your application for the selected vacancy. The first page you access gives you basic information on how to proceed. You can go ahead by clicking on the “continue” button at the bottom of the screen:
Overview of EMSA profile and application(s)

The next screen provides the overview of your EMSA profile. It is composed of three folders:

A) The status of your application

This is a pictorial representation of where you are situated within the time-scale of the particular recruitment procedure for each application. A diagram shows you in real time the main steps with the relevant milestones and their respective dates.

If you have not yet submitted your application, a message is given, warning you that you must fill in all the mandatory fields of your profile (marked with a red asterisk) in order to be able to successfully submit your application:

B) The personal profile folder/Submitting an application

You now have to go to the folder marked “Profile” and fill in all the mandatory fields of all the labelled sub-folders:

You can fill in the sub-folders in any order you wish. To pass from one sub-folder to another, you have to click on the “save and continue” button at the bottom of each page:
The following message will then appear, after you’ve saved the information for each subfolder:

![Message from webpage]

Below you can view all the sub-folders of the EMSA profile.

(i) **General information**

![General information]

(ii) **Education & training**

In this subfolder, once you have completed the relevant fields, it is very important to remember to save the information by clicking the save button to the right of the field. If you wish to modify the information, you also need to click the button to the right of the field.

![Education & training]

Alternatively, you can press the save and continue button before proceeding to the next subfolder.
(iii) Knowledge of languages

In this subfolder you indicate which languages you speak, and at which level. In order to add a language you must click on the ‘add’ button as indicated below. You can then add additional languages and then save and continue to proceed to the next subfolder.

(iv) Other skills, information

Within this subfolder you need to add any computer skills you have and any other information you deem is relevant for the position. Remember to ‘save and continue’!
(v) **Professional experience**

Firstly go to ‘add your current situation’:

![Image of professional experience form]

Then complete the fields with all of your professional experience:

![Image of professional experience form with filled data]

And save and close the form in order to ensure that the information is saved.
If you wish to modify the information or delete it you can do so by clicking on the icon to the right of the 'employer' field:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Position/Description</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2006 - ongoing</td>
<td>Chief Surveyor</td>
<td>Liverpool Ship yard</td>
</tr>
</tbody>
</table>

(vi) Motivation

In this subfolder you should give the reasons why you would like to work for the Agency, for the position you’ve applied to:

You can log out if you wish before completing all of the subfolders without losing the inserted data. However, as long as all mandatory fields are not filled in, the sub-folders concerned and the main profile folder will still be marked with a red cross (X) and you will not be able to submit your application.

Once all sub-folders are completed and the profile folder is marked with green tick (✓), you have the choice: you can either log out (you may wish for instance add further information or details at a later stage) or immediately submit your application.

To validate the submission of the application, go to Status and then click on the submit button:

*All the mandatory fields are filled and you are now able to submit your application from the “Status” tab.*

**Important information**

**WARNING!!:** You have 3 day(s) left before the closing date. After 25 October 2012 you will not be able to submit your application and your application will be void.

All the mandatory fields are filled and you are now able to submit your application. You need to do it before 25 October 2012; otherwise your application will not be taken into consideration.
In the case where you want to go ahead with the submission of your application, the system generates a warning message, since once you submit your application it will not be possible to modify it afterwards:

When you submit your application, you will receive a confirmation message in your messages folder:

C) Communicating with EMSA/The messages folder

The third folder is for messages. Please note that, apart from the initial confirmation of the creation of your EMSA profile, all subsequent correspondence, including confirmation of receipt of your application, will be sent directly to the messages folder of your profile and not to your e-mail address. Accordingly, please check it regularly.

Also, if you want to contact the EMSA Human Resources Unit concerning a recruitment procedure for which you are applying, you will have to send your message from the same messages folder.

The messages folder looks and functions exactly like any other e-mail account with an inbox and outbox.

When you apply for a position, you will receive confirmation of that your application has gone through by receiving a message in your inbox. To read it, you must click on the envelope icon to the left of the message:
And here is the text of the message you will receive confirming the submission of your application:

**Subject:** Confirmation of receipt of application

We acknowledge receipt of your application for the above-mentioned position.

The Selection Board will evaluate all applications and select those candidates meeting the eligibility criteria and the best qualified candidates, judged on the basis of the selection criteria, are short-listed for an interview. The selected candidates will be invited to pass one or several written exams related to the job profile and to take part in a selection interview.

If you are not selected to take part in the further steps of the recruitment procedure, you will be informed of the decision at the end of the selection process. Please note that this whole procedure may take up to several weeks.

I would like to remind you that it is strictly forbidden to contact the Selection Board, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

Should your address and/or telephone number change, please email your new contact details and the vacancy reference number to mail_recruitment@emsごeuropa.eu.

In the meantime, we would like to thank you for the interest shown in the European Maritime Safety Agency.

Following receipt of your application, in line with the EMSA recruitment procedure, it will be screened and assessed by a Selection Board. Eventually, you may be invited to an interview and, if successful, you will be recruited. It is important to note that, whatever the results of your application, positive or negative, you will receive information about it as soon as this is available and confirmed by the relevant Selection Board.

4. **Further questions?**

You are now ready to create your profile and submit an application. Should you have further questions, we invite you to consult the frequently asked questions (FAQ) by clicking on the link available on the upper left of the vacancies portal: