

CALL FOR APPLICATIONS

HEAD OF DEPARTMENT A, CORPORATE SERVICES Ref. n°: EMSA/AD/2011/02

The European Parliament and Council Regulation (EC) No 1406/2002¹ provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

The goal of the Agency is to provide technical and scientific assistance to the European Commission and the Member States on matters relating to the proper implementation of European Union legislation on maritime safety and pollution by ships. To do this, one of EMSA's tasks is to improve cooperation between Member States in all key areas. This includes undertaking a range of actions related to design, construction and operation of all types of merchant and fishing vessels.

In April 2004 EMSA was also given some additional tasks by the European Council and the European Parliament related to oil pollution response, ship security and training of seafarers.

EMSA invites you to send your application for the recruitment process of Head of Department A, Corporate Services.

Department A is composed of three Units, namely:

- Unit A.1. Human Resources
- Unit A.2. Legal & Financial Affairs
- Unit A.3. Operations Support

And two Sections:

- Budget Planning and Monitoring
- Finance, Procurement and Contracts

The mission of Department A, Corporate Services, is to provide high quality and timely support to EMSA's core operational business, and to assist management and staff in the areas of human resources, legal and financial affairs, information technology, facilities and logistics, meeting and conference management, and protocol.

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

¹ OJ L 208, 5.8.2002, p.1, as amended by Regulation (EC) No 1644/2003 of the European Parliament and of the Council of 22 July 2003 (OJ L 245, 29.9.2003, p. 10) and Regulation (EC) No 724/2004 of the European Parliament and of the Council of 31 March 2004 (OJ L 129, 29.4.2004, p. 1).

Functions and Duties:

The successful candidate, reporting to the Executive Director, will be responsible for:

- Developing the strategy and policies for the department;
- Managing of, and reporting on, the human and financial resources allocated to the Department;
- Organising budget planning and monitoring for the Agency;
- Co-ordinating the activities of the units belonging to the department, including the budget planning and monitoring section as well as the finance, procurement and contracts section;
- Co-ordinating and implementing activities falling within the work programme of the department ensuring their coherence and compatibility with the policies of the Agency;
- Ensuring effective planning of the activities of the department and ensure that quality standards are maintained;
- Verifying and validating in his/her capacity as delegated Authorising Officer, the financial and budgetary aspects of projects carried out under his/her responsibility;
- Upon request of the Executive Director representing the Agency in international meetings and vis-à-vis the relevant EU Institutions and bodies.

A. ELIGIBILITY CRITERIA

Qualifications and experience required:

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. Experience:

- At least fifteen years of proven relevant professional experience acquired after the award of university diploma when the normal duration of university education is four years, or;
- At least sixteen years of proven relevant professional experience acquired after the award of university diploma when the normal duration of university education is three years.

A.3. 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.

A.4. General Conditions: In addition, 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 your full rights as a citizen²;
- Have fulfilled the obligations imposed on you by the laws concerning military service;

² Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post³.

B. SELECTION CRITERIA

B.1. Essential:

- At least five years of proven professional experience in a management role;
- Knowledge of the Institutional Framework and functioning of the European Union, as well as working procedures;
- Good understanding and excellent knowledge of the regulatory framework governing the EU Institutions and Agencies especially in the field of human resources and financial matters;
- Understanding of ICT processes and infrastructure in order to support the business of the Agency;
- Experience in budget planning and monitoring as well as knowledge of the EU budgetary procedure;
- Proven experience in managing human and financial resources;
- Excellent communication skills, both oral and written;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds;
- Good negotiation skills;
- Ability to work under pressure and to respond quickly to new demands.

B.2. Advantageous:

- Practical experience with the implementation of the Staff Regulations and the Financial Regulations of the EU in their various aspects;
- Knowledge of a third EU language.

The advantageous criteria will be considered by the Selection Board depending on the number of applicants meeting the essential criteria.

Conditions of Employment:

- This vacancy notice concerns a Temporary Agent position, pursuant to Article 2 a) of the Conditions of Employment of other servants of the European Communities.
- The initial duration of the contract is three years, with possibility of renewal.
- The successful candidate will be recruited in the grade AD 12. Career development for the function of Head of Department to the next grade, AD13, is foreseen, taking into account merit and seniority.
- The basic monthly salary, before any deductions or allowances, at 1 July 2010 for grade AD 12 first step is EUR 8775.
- In addition to the basic salary, staff members may be entitled to various allowances, such as an expatriation allowance (16% of basic salary), household allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.
- Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience.

³ Before being engaged the candidate will be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

- EMSA offers a comprehensive welfare package including pension scheme, medical accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance. Further information regarding rights and conditions of employment can be found in the following document:
http://ec.europa.eu/civil_service/docs/toc100_en.pdf
- The place of employment is Lisbon, Portugal.

Submission of applications:

Each application shall contain the three following documents:

- 1) A **detailed curriculum vitae** in European format (that can be obtained at the following address or downloaded from EMSA web site)
<http://europass.cedefop.eu.int/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>.
- 2) A duly completed and signed **declaration of honour** (to be downloaded from EMSA web site).
- 3) A **motivation letter** of 2 pages maximum.

Candidates are kindly requested to provide **4 copies (1 original + 3 copies)** of their application in order to facilitate the recruitment process. The complete application should be sent **by registered mail** to:

Vacancy reference n°: EMSA/AD/2011/02 HEAD OF DEPARTMENT A, CORPORATE SERVICES

EMSA
HR Sector
Cais do Sodre
1249-206 Lisbon, Portugal

Only complete applications containing the **three above mentioned documents** and sent by **registered mail within the deadline** will be taken into account.

The postmark will serve as **proof of the date of dispatch**. The **vacancy reference** number must be clearly **indicated** on the **envelope**.

The deadline for sending your application is 18th of May 2011.

Please note:

- Mention clearly your address for correspondence and for invitation to an interview. All correspondence will be sent to this address. Inform us of any change immediately;
- EMSA is an **equal opportunity employer** and encourages **applications from women**;
- If you are invited to an interview you will be asked to submit supporting documents to prove the information provided in your application;
- You may apply in any of the official languages of the European Community, but it would be helpful to **apply in English** in order to **facilitate the selection process**. However you are requested to **state your educational qualifications** and positions held in the **language of origin**.

The Selection Process:

All candidates will receive an acknowledgement of receipt for their application. For each selection process a Selection Committee is nominated. The Selection Committee will evaluate all applications and select those candidates meeting the eligibility criteria and

matching best the selection criteria required in this vacancy notice. 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 Committee. After the interviews, the Selection Committee 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.