

**Vacancy for
the Executive Director of the European Maritime Safety Agency (EMSA) (Grade AD 14)
COM/2011/10316**

We are

The European Maritime Safety Agency (EMSA) was established in 2002 for the purpose of ensuring a high, uniform and effective level of maritime safety, maritime security, prevention of pollution and response to pollution by ships within the European Union (Regulation (EC) No 1406/2002 (OJ L 208 of 5 August 2002)). The Commission has proposed a modification to the regulation in 2010, which is currently under discussion with the European Parliament and the Council¹. The Agency is required to provide Member States and the Commission with technical and scientific assistance and with a high level of expertise, in order to help them to apply the EU legislation properly in the field of maritime safety, maritime security as well as prevention of and response to pollution caused by ships, to monitor its implementation and to evaluate the effectiveness of the measures in place. It is also required to support on request the pollution response mechanisms of Member States.

EMSA is based in Lisbon, Portugal. In 2011, the Agency has a total budget of €56 million and about 250 staff.

For further information please consult the following website: <http://www.emsa.europa.eu>

We propose

The Executive Director is the legal representative and public face of the Agency and is accountable to the Administrative Board.

The Executive Director will lead and manage the Agency and take overall responsibility for its operations ensuring the achievement of the Agency's objectives.

The Executive Director's specific responsibilities will include:

- Achieving the Agency's objectives and the multi-annual strategy established by the Administrative Board of the Agency,
- Developing and maintaining effective and efficient cooperation with the competent European Commission services, Member States, relevant third countries and stakeholders, as appropriate, in accordance with the Agency's tasks,
- Cooperating with the Member States' authorities responsible for the implementation of the EU maritime transport policy,
- Responding to any requests for assistance from the European Commission or from the Member States in accordance with the Agency's tasks,
- Preparing the annual work programme and the detailed plans for the Agency's pollution preparedness and response activities and taking the necessary steps for their implementation, in cooperation with the European Commission,

¹ COM (2010) 611 published on 28 October 2010

- Preparing and executing the Agency's budget in cooperation with the European Commission,
- Preparing the annual report on the Agency's activities,
- Carrying out the day-to-day management of the Agency. Recruiting and evaluating the Agency's staff, in compliance with the EU Staff Regulations, while fostering a good team spirit and positive working environment,
- Communicating directly and indirectly with the public on all matters within the Agency's mission.

We look for (selection criteria)

Preference will be given to candidates who have:

a) Technical knowledge:

- A good understanding of the European Union Institutions and how they operate and interact;
- Knowledge of European maritime transport policy, legislation and maritime safety;
- Proven experience in transport policies, including experience in the area of maritime safety; experience acquired in a national, European or international public administration would be considered an advantage.

b) Management Competences:

- A proven track record of managing large teams at a high management level; experience gained in a multicultural environment would be considered an advantage;
- Knowledge, experience as well as a track record in budgetary planning and financial management;
- Ability to maintain close relations with EU institutions and with Member States' competent authorities.

c) Communication skills:

- Ability and experience to communicate with the public and cooperate with stakeholders, and
- A thorough knowledge of written and oral English is required.

Applicants must (eligibility criteria)

Candidates will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- Nationality: be a national of a Member State of the European Union or be a national of a country from the European Economic Area;
- University degree or diploma:
 - o either have 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 (this one year's professional experience cannot be included in the postgraduate professional experience required below);
- Professional experience: have at least 15 years' postgraduate experience at a level to which the qualifications referred to above give admission;
- Management experience: have at least five years of the professional experience gained in high level management functions²;
- Languages: have a thorough knowledge of one of the official Union languages³ and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties;
- Age limit: be able to complete the full five-year mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

Independence and declaration of interests

The Executive Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Selection and appointment

A pre-selection panel will be set up for the selection process, in which a representative of the Administrative Board of EMSA will participate as an observer. This panel will invite candidates who have the best profile for the specific needs to an interview, selected on the basis of their merits relevant to the post according to the criteria set out above. It will then propose a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). Candidates called for an interview with the CCA, will have to participate in an assessment centre run by external recruitment consultants. Candidates who have been short-listed by the CCA will afterwards be interviewed by the relevant Commissioner.

Following these interviews, the Commission will adopt a shortlist of the most suitable candidates, which will be communicated to the Administrative Board of EMSA. The latter may interview the short-listed candidates. It will nominate the Director. Inclusion on the Commission's shortlist does not guarantee appointment.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

² In their CVs applicants should indicate at least for these five years during which high level management experience has been acquired: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, (4) numbers of hierarchical layers above and below and (5) number of peers.

³ http://ec.europa.eu/education/policies/lang/languages/index_en.html

Before appointment, the nominated applicant may be invited to make a statement on his/her vision with regard to the Agency before the European Parliament and to answer questions put by Members of the European Parliament.

Equal opportunities

EMSA applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁴.

Conditions of employment

The Executive Director will be appointed at grade AD 14, pursuant to Articles 2a and 10 of the Conditions of employment of other servants of the European Union⁴, for a five year period. Under the EMSA Regulation, his/her mandate may be renewed once.

The place of employment is Lisbon, where the Agency is based.

Application procedure

For applications to be valid, candidates must submit:

1. a letter of motivation; **and**
2. a curriculum vitae (CV) preferably in the European CV format⁵. ***The CV must imperatively refer to the job requirements as listed in the present vacancy notice and explain how, in the candidate's view, she/he meets at least each of the skills and competences mentioned therein.***

The application will be rejected if the dossier is incomplete.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience; etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications, preferably in English, should be sent by e-mail to:

MOVE-AVIS-DE-VACANCE-EMSA@ec.europa.eu

Applicants who are not able to send their application by e-mail may send it by registered post or by express courier service to:

⁴ OJ L 124, 27.4.2004, p. 1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf

⁵ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm> ; concerning the structure and content of the CV, please see also footnote 1.

European Commission
Directorate General for Mobility and Transport
COM/2011/10316 — Post of Executive Director EMSA
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Closing date

Applications must be sent either by e-mail or by registered post no later than **30/09/2011** (date of e-mail or date as postmark for registered mail).

Applications sent by express courier must be delivered **before 17.00** (Brussels time), on the closing date mentioned above.

The Commission reserves the right to prolong the closing date of this vacancy by publication in the *Official Journal of the European Union* only.

Important information for candidates

Candidates are reminded that the work of the different selection committees is confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Protection of personal data

The Commission (during the preparatory phase) and later EMSA will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data⁶.

⁶ OJ L 8, 12.1.2001, p. 1.