

CALL FOR APPLICATIONS

SENIOR PROJECT OFFICER FOR REPORTING FORMALITIES Ref. n°: EMSA/AD/2012/03

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 facilitate cooperation between Member States and between Member States and the Commission 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 Senior Project Officer for Reporting Formalities. The position will be attached to Department C 'Operations', Unit C.2. 'Vessel Traffic and Reporting Services'.

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

Functions and Duties:

The Senior Project Officer will, under the responsibility of the Head of Unit C.2, be responsible for coordinating the work with the Commission and the Member States for the implementation of Directive 2010/65/EC on reporting formalities for ships arriving in and/or departing from the ports of Member States. The work of the Senior Project Officer will include:

- Preparing discussion papers and common positions regarding those issues;
- Evaluating impact on the SafeSeaNet central system and Member States SafeSeaNet national applications and other maritime information systems;
- Organising/coordinating meetings with the different parties involved in the implementation of the Directive.

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).

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 nine years proven professional experience acquired after the award of university diploma when the normal duration of university education is four years, or
- At least ten years of proven 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 an excellent 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.

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;
- 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:

- Very good knowledge of the reporting formalities resulting from the FAL forms;
- Good knowledge of Union legislation on information exchange and IT systems;
- Experience in chairing meetings, acquired in a national, European or international public administration;
- Experience in project management;
- Very good written and oral communication and negotiation skills in an international environment.

In their CV applicants should indicate which knowledge/experience has been acquired and how.

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

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.

B.2 Advantageous

- Thorough understanding of the EU context and of the interaction between national administrations and EU institutions;
- Good knowledge of SafeSeaNet and the reporting formalities resulting from legal acts of the Union;
- Ability to communicate and cooperate with stakeholders (European, international, national and local authorities);
- 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 8.
- The basic monthly salary, before any deductions or allowances, weighted for Lisbon, at 1 July 2010 for grade AD 8 first step is 5354.96 EUR.
- 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. EMSA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance. 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;
- Please note that EMSA is likely to have a provision in the near future that will mean that recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.
- 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.europa.eu/en/documents/curriculum-vitae>
- 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 nº: EMSA/AD/2012/03 SENIOR PROJECT OFFICER FOR REPORTING FORMALITIES

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 20 March 2012. Therefore applicants must meet the required eligibility criteria concerning the required educational qualifications and years of experience, as well as the essential selection criteria by this deadline.

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 opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation;
- 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 Board is nominated. The Selection Board 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 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.

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: <http://www.emsa.europa.eu/recruitment-info.html>