

CALL FOR APPLICATIONS

DATA PROCESSING OFFICER Ref. n°: EMSA/CA/2012/01

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 a Data Processing Officer. The position will be attached to Department B 'Implementation', Unit B.3 'Marine Environment, Training and Statistics'.

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

Functions and Duties:

Reporting to the Head of Unit B.3, the Data Processing Officer will be responsible for:

- Assisting in statistical activities or projects;
- Replying to EMSA staff inquiries in their information requests;
- Stabilising and setting up a smooth running of a database containing maritime data (the Marinfo database);
- Crossing and merging the data currently provided by four different providers into a unified database to be used throughout the Agency where the database environment is Oracle 11;
- Setting up a web-based environment to easily query and visualise the information of the database for all authorised EMSA staff without specific IT or data-processing knowledge;
- Any other task relevant for the Department/Unit.

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 and professional experience:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma, and appropriate professional experience of at least one year.

A.2. 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.3. 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:

- At least two years of relevant professional experience, in particular in data processing and web development, attained after the requirement mentioned in A.1 above;
- Good knowledge of Oracle and SQL;
- Knowledge and experience of Web Design (MVC based architectures, Apache Tomcat under Linux, UML);
- Operational knowledge of at least one of the following languages for web-based applications: Java, Perl, Ruby (Ruby on Rails);
- Knowledge and experience on Data Warehouse Design and Tools (ETL, preferably Talend);
- The ability to draft clear and concise texts and make presentations to groups.

B.2 Advantageous

- Experience in drafting technical reports or 'requests for proposals' (RFP) and interacting with partners/clients;
- Knowledge and experience on GIS (preferably Arcview).

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

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.

Conditions of Employment:

- The successful candidate will be appointed as a Contract staff member under the provisions of Title IV, Article 80 of the Conditions of Employment of other Servants of the European Communities.
- The duration of the contract is one year, with possibility of renewal.
- The successful candidate will be recruited in function group IV (FGIV). The grade will be determined in accordance with the number of years of professional experience.
- The basic monthly salary for the entry grade of Function Group IV, (Function Group IV, Grade 13, Step 1) before any deductions or allowances at 1 July 2010 is 2,673.63 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 step of the indicated grade.
- 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;
- 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 n°: EMSA/CA/2012/01 DATA PROCESSING OFFICER

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 02 May 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>