

## **NATIONAL EXPERT SECONDED TO EMSA**

### **PROJECT OFFICER FOR QUALITY MANAGEMENT**

**Ref. n°: EMSA/SNE/2014/04**

The European Parliament and Council Regulation (EC) No 1406/2002<sup>1</sup> provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

The European Maritime Safety Agency is one of the European Union's decentralised agencies. Based in Lisbon, the Agency provides technical, operational and scientific assistance to the European Commission and Member States in the fields of maritime safety, maritime security, prevention of, and response to, pollution caused by ships as well as response to marine pollution caused by oil and gas installations. The Agency also contributes to the overall efficiency of maritime traffic and maritime transport.

EMSA invites you to send your application for a Seconded National Expert as Project Officer for Quality Management. This position will be attached to the Bureau of the Executive Director, Internal Audit Capability.

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

#### **Conditions of Employment:**

This vacancy notice concerns a Seconded National Expert position. Rules applicable to National Experts seconded to EMSA can be found on the following link:

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

Please read carefully these rules before applying.

The initial duration of the secondment is one year with possibility for extension.

The place of employment is Lisbon, Portugal.

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<sup>1</sup> 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), as amended by Regulation (EU) No 100/2013 of the European Parliament and of the Council of 15 January 2013 (OJ L 39/30, 09.02.2013, p.30-40).

### **Functions and Duties:**

Under the responsibility and reporting to the Internal Audit Capability, the successful candidate will be responsible for:

- Assisting the Internal Audit Capability with the development and implementation of the Quality Management System;
- Developing and delivering an internal Quality Management training programme;
- Assisting with the integration of Quality Management with other existing policies such as Risk Management.

### **Main skills and qualifications:**

- University degree or equivalent qualification or professional experience;
- At least 3 years of professional experience, in the area of the above-mentioned functions and duties, acquired after the award of the required qualification. When no university degree or equivalent qualification has been acquired, 7 years of experience is required, of which at least 3 must be in the area of the above-mentioned functions and duties;
- Experience with development, implementation or management of a Quality Management System;
- Very good level of written and spoken English;
- Excellent analytical and communication skills;
- Experience in working within an ISO 9001 environment would be an advantage;
- Experience in working in an international environment would be an advantage.

### **Submission of applications:**

Each application shall contain the following documents:

- a) A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> or downloaded from our site).
- b) A duly completed and signed [declaration of honour](#) (which can also be downloaded from our site).

**Please note that candidates cannot send their applications to EMSA directly; the Permanent Representation must send your application to EMSA, at the following email address before the deadline: [Recruitment@EMSA.europa.eu](mailto:Recruitment@EMSA.europa.eu)**

EMSA will only take into account applications received before the deadline which is **19 May 2014 at 17 hours (Lisbon time)**. Please liaise with your Permanent Representation to ensure that your application reaches it well on time.