

NATIONAL EXPERT SECONDED TO EMSA

PROJECT OFFICER FOR EQUASIS AND LEARNING CONTENT MANAGEMENT

Ref. n°: EMSA/SNE/2014/05

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 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 Equasis and Learning Content Management. This position will be attached to Unit B.3 'Marine Environment and Port State Control', in the 'Equasis and Statistics' Section.

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.

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), 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 of the Head of Unit B.3, Marine Environment and Port State Control, the successful candidate will be responsible for assisting in the activities of the Unit, and in particular shall:

- Assist in the day-to-day management of the Equasis database, including regular contacts with data providers, Equasis users, the Technical Unit and Equasis help desk;
- Assist the work of the Equasis Management Unit in preparation of the Equasis Supervisory Committee and the Editorial Board meetings;
- Replying to EMSA staff inquiries in their information requests;
- Assisting in statistical activities or projects;
- Assist in the day to day operation of the Learning Content Management System which is used to create and maintain Learning Content offered by the Agency;
- Further develop and deploy the Learning Content Management System owned by the Agency;
- Any other task relevant for the Department/Unit.

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 Content Management or Learning Content Management systems;
- Basic knowledge of operational aspects of IT systems;
- Excellent drafting skills;
- Very good level of written and spoken English: ability to communicate, both orally and in writing;
- Experience in drafting technical reports or 'requests for proposals' (RFP) and interacting with partners/clients will be considered as advantageous;
- Operational knowledge of at least one of the following languages for web-based applications: Java, Perl, Ruby (Ruby on Rails) will be considered as advantageous;
- Ability to communicate, both orally and in writing in French will be considered as an asset.

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

EMSA will only take into account applications received before the deadline which is **23 July 2014 at 17 hours (Lisbon time)**. Please liaise with your Permanent Representation to ensure that your application reaches it well on time.