

## TRAINEESHIP NOTICE

### Ref. EMSA/TRAINEESHIP/2015/02

The European Maritime Safety Agency offers traineeships for a period of at least 3 months and at most 5 months. The traineeship program aims to provide trainees with work experience in the field of maritime safety legislation, response to pollution at sea and cooperation among member states in safety at sea matters. In-service training enables trainees to acquire practical experience by means of their work and put into practice the knowledge they have acquired during their academic studies or professional careers. Detailed information related to the activities and structure of the European Maritime Safety Agency can be found by visiting the EMSA website at <http://www.emsa.europa.eu>.

From the publication of this call, EMSA envisages to select six trainees. The starting date of the traineeships is **1<sup>st</sup> October 2015** and finishing date is **29<sup>th</sup> February 2016**. More information about the selection procedure as well as the rights and duties of the trainees can be found in the [Decision N°2007/030 of the Executive Director relating to the rules governing the traineeship scheme of EMSA](#). The trainees will be awarded a monthly grant of **€ 900.99** and a travel allowance as indicated in the above mentioned decision. The trainees will be assigned to work for the following Units complying with a diploma of relevant studies and competence.

### 1. Traineeship Positions

#### ○ [Unit A.1.2 'Staff Development & Internal Support'](#)

In charge of the implementation of EMSA Staff Development Policy as well as an accurate application of rights and obligations under the Protocol on Privileges and Immunities (Seat Agreement). In addition, the sector is responsible for document management and archiving policies at EMSA.

#### **Assignment**

- ✓ Supporting in the Project revision and implementation of the EMSA document and archiving policy, following the new Amendment to Council Regulation (EU) 2015/496;
- ✓ Assist in the construction and implementation of a new EMSA filling plan;
- ✓ Support in the implementation of a new Incoming and Outgoing correspondence system;
- ✓ Populate the Intranet dedicated space in order to provide guidance of the users;
- ✓ Any other tasks related to Document Management and Archiving.

**Diploma required:** University studies in the fields of Information Technologies, Communication Sciences, Documentation and Records Management or related to the duties.

○ **Unit A.1.3 'Events and Missions Support'**

Technical and logistical support to events organised by EMSA and processing of missions reimbursements and reimbursements to participants/experts.

**Assignment**

- ✓ Following up on the incomplete expert reimbursement requests;
- ✓ Giving general logistical support as to the preparation of the Conference Centre and meeting rooms;
- ✓ Welcoming and registering the participants, distributing, copying and collecting reimbursement documents, accompanying participants to the meeting room.

**Diploma required:** Tourism, Events, Hotel Management.

○ **Unit A.2.1 'Legal & Financial Affairs'**

Legal verification of procurement procedures and legal commitments; legal advice to the Executive Director and EMSA staff; updates of relevant manuals, guidelines, templates and procedures; management of contract archive; advice to EMSA staff in procurement issues.

**Assignment**

- ✓ Preparation of legal and procurement related documentation;
- ✓ Updates of the Database of Contracts and Court Cases.

**Diploma Required:** Law Degree from an EU University.

○ **Unit B.1.2 'Training of Seafarers'**

To conduct inspections, using a common methodology, in Member States and Third Countries under Directive 2001/25/EC; to maintain an information system on education, training and certification of seafarers and to assist the Commission on related matters.

**Assignment**

- ✓ Assist the inspectors in the planning, preparation and reporting of the inspections;
- ✓ Assist B.1.2 Staff during the conduct of in-house training activities;
- ✓ Assist B.1.2 Staff in the organisation of country files as well as others related the inspections activities;
- ✓ Assist B.1.2 Staff in matters related to STCW-IS;
- ✓ Assist Staff in other sectors of B.1 in their daily activities;
- ✓ If feasible the trainee may participate as an observer in a visit/inspection to a Member State or Third Country.

**Diploma required:** Navigation, Marine Engineering, Maritime Law, Maritime Education & Training.

#### ○ Unit B.1.4 'Analysis & Assessment'

To conduct horizontal analysis and assessments regarding the overall implementation of Maritime Regulations and Directives across Member States. It follows a holistic approach and is based on the visits and inspections carried out by EMSA. It is carried out by the horizontal analysis sector in cooperation with the units/sectors responsible for the specific area of legislation.

##### **Assignment**

- ✓ Conducting horizontal analysis of visits, inspections and other information on the implementation Union Law in the maritime safety;
- ✓ Analysing cost-efficiency factors in Member States' implementation of Union Law in maritime safety.

**Diploma required:** Marine Science (nautical, engineering and other), Economics with specialisation in marine matters, Law with specialisation in marine matters or Administration with specialisation in marine matters.

#### ○ Unit B.3.2 'Marine Environment'

To provide technical, operational and scientific assistance to the European Commission and Member States in the field of prevention of pollution caused by ships. This includes the development, implementation and enforcement of existing or proposed international and EU legislation in respect of e.g. the provision and use of port waste reception facilities, minimising waste on board ships, ship recycling, air pollution (SOx, NOx), alternative emission abatement methods and alternative fuels, greenhouse gas emissions and implementation of the MRV regulation, ballast water management, leachates from anti fouling paints, sanctions for ship source pollution and the rules on liability and compensation.

##### **Assignment**

- ✓ Assistance on the Sulphur Directive, including:
  - Monitoring of implementation: reporting requirements, analysis, etc.;
  - Operational support to Member States: helpdesk questions;
  - Assistance in the preparation of the annual report on the Sulphur Directive for year 2014;
- ✓ Provide assistance in relation to the organisational activities to the European Sustainable Shipping Forum (ESSF) as required;
- ✓ Assistance in any other duty related to the work of the Section as needed.

**Diploma required:** Environmental studies, Law.

#### ○ Unit C.1.3 'Response Assistance'

Participating in international oil spill response exercises; training responders and verifying the readiness of arrangements; conducting studies addressing the technical and operational status of the vessel network; and implementing improvements when appropriate. The Sector participates in the technical meetings of the

Regional Agreements, and provides, upon request, the Member States and the Commission with technical and scientific assistance in support of spill response operations, either onsite or remotely.

### Assignment

- ✓ General: Assist in the development of tools and procedures to improve and harmonise the administrative work in Section C.1.3.;
- ✓ Specific: Section C.1.3 intends to perform a review on the effectiveness of the implementation of the drills and exercises programme by EMSA contracted vessels during the period 2006-2015.

The trainee will be assigned to:

- Develop the assessment methodology;
- Collect and process the historical data available;
- Assist in drawing conclusions and findings from the results of the analysis performed.

The assessment should provide a basis for improvements in EMSA's drills and exercises policy, procedures and guidelines (i.e. "Guidelines for conducting drills and exercises on board EMSA contracted vessels"), including the reporting used by contractors and project officers.

Results will also be considered for the implementation of new response services (e.g. Equipment Assistance Service, Airborne dispersant spraying services).

**Diploma required:** Preferably Mathematical Science, Statistics or Computer science. Other degrees in IT, Engineering or Sciences.

## 2. Application

Interested candidates should apply by sending their application by **registered mail** to the following address:

**EMSA - European Maritime Safety Agency**  
**Praça Europa 4**  
**1249-206 Lisbon**  
**Portugal**

Application must include the documents below:

- 1) Application Form;
- 2) Copy of the University Diploma.

The closing date for application for the traineeship program is **20<sup>th</sup> July 2015 at 16:00 (Lisbon time)**.

**Please note that only complete applications submitted by registered mail and within the deadline will be considered.**