

TRAINEESHIP NOTICE

Ref. EMSA/TRAINEESHIP/2019/01

The European Maritime Safety Agency offers traineeships for a period of at least 3 months and at most 6 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 nine trainees. The starting date of the traineeships is **1st March 2019 and finishing date is 31st August 2019**. More information about the selection procedure as well as the rights and duties of the trainees can be found in the [Decision N°2016/036 of the Executive Director relating to the rules governing the traineeship scheme of EMSA](#). The trainees will be awarded a monthly grant of **€969.71** and a travel allowance as indicated in the above mentioned decision, if applicable. 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.1.1 'Human Resources – Missions Cell'](#)

Processing of mission reimbursements of EMSA staff.

Assignment

- ✓ Assisting in the preparation of professional missions ensuring that the relevant rules and procedures in place are respected
- ✓ Encoding of mission claims on behalf of the staff member making sure that the Mission Guide is respected
- ✓ Assisting in administrative tasks linked to mission procedures
- ✓ Assisting in other tasks of the Unit as required
- ✓ Archiving and filing of mission related documentation

The trainee should have the following skills:

- ✓ Good organisational skills
- ✓ Ability to work in a team
- ✓ Knowledge of Excel

Diploma required: Tourism, Public Administration, Finances or any other related to the tasks to be performed.

Languages: Fluency in both written and spoken English.

○ **Unit A.1.2 'Internal Support – Events cell'**

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

Assignment

- ✓ Preparing meeting rooms, setting up of tables, chairs, flipcharts and equipment
- ✓ Welcoming and registering participants
- ✓ Preparation of expert reimbursements
- ✓ Updating the weekly events list
- ✓ Preparing documents for meetings (badges, attendance list, reimbursement forms)
- ✓ Making copies of documents and check lists
- ✓ Supporting videoconferences and Webex meetings and setting up the equipment

Diploma required: Events Management, Tourism, Hotel Management.

Languages: Fluency in both written and spoken English.

○ **Unit A.3.1 'ICT Operations'**

The Sector is responsible for the datacentre management (at primary and business continuity sites); for the hosting and IT Operations (2nd level) for all Maritime Applications; for the internal Corporate Services management (directory services, DNS, email, file server, SharePoint etc.); for desktop management and the service desk for internal users; for networking and security.

Assignment

- ✓ Imaging computers and installing them on users' desks
- ✓ Replacing ICT equipment
- ✓ Transferring users files
- ✓ Updating inventory of ICT equipment
- ✓ Providing support to users
- ✓ Drafting ICT policy/procedure
- ✓ Replacing printer consumables
- ✓ Providing assistance in the daily work of the Service Desk

The trainee should have the following skills:

- ✓ Customer Service skills

Languages: High level of English required.

○ **Unit B.1.2 'Standards for Seafarers'**

Responsible for visits and inspections, in Member States and third Countries, under Directive 2008/106/EC. B.1.2 is also responsible for the maintenance and the enhancement of the STCW-IS, the information system which stores information on certificates and endorsements of recognition, and for the assistance to the Commission and the Member States on STCW, ILO and human element related issues.

The work involves becoming familiarised with the requirements established in the STCW Convention and in the related Directives. In addition, the trainee will become familiarised with the methodology used to conduct the visits and inspections as well as with the methods used to deliver training.

Assignment

- ✓ Assisting the project officers in the preparation of STCW visits and inspections
- ✓ Assisting the project officers in the drafting of reports, including the annual STCW-IS report
- ✓ Assisting the project officers in the preparation of relevant internal and external meetings
- ✓ Assisting the project officers in the preparation and delivery of training courses, requested by Unit B.3

The trainee should have the following skills:

- ✓ Ability to work in a team
- ✓ Willingness to gain experience in the implementation of maritime safety instruments, in particular the STCW Convention

Diploma required: Degree in Maritime Studies, Navigation (Deck), Marine Engineering, Maritime Law, Maritime Economics.

Languages: Very good knowledge of English (spoken and written) fundamental. Knowledge of other languages, even not European, is an additional asset.

○ Unit B.2.1 'Ship Safety & Marine Equipment'

This Unit provides technical advice to the Member States and the European Commission in the implementation and development of EU legislation concerning marine equipment and ship safety standards. It assists the Commission and the Member States on various subjects related to passenger ship safety, fishing vessels, bulk carrier safety, safety management and the certification of marine equipment. The activity includes tasks such as; supporting the Member States and the Commission for work at the IMO on matters of EU competence, commissioning studies (e.g. on the acceptable and practicable risk level of passenger ships related to damage stability) or supervising the MarED database of EU approved equipment.

Assignment

- ✓ Support the implementation and audit of the V&I QMS;
- ✓ Assisting with the update of QMS documents;
- ✓ Assisting with the preparation of the internal and external audits;
- ✓ Assisting with the preparation of training material;
- ✓ Supporting monitoring and evaluation of process's effectiveness;
- ✓ Assisting with records keeping;

The trainee should have the following skills:

- ✓ Attention to detail
- ✓ Structured and meticulous
- ✓ Patient

Diploma required: Degree in Maritime and/or management related area.

Languages: Fluency in both written and spoken English.

○ Unit B.3.1 'Training and Cooperation'

This Unit provides training and technical assistance to EU Members States, Iceland and Norway through seminars, training sessions, sharing best practices and e-learning with the objective to further improve the effective and harmonised implementation of relevant EU maritime legislation. This includes the training for PSC Officers within the Paris MoU region as mentioned in Directive 2009/16/EC. B.3.1 also provides training and technical assistance to Enlargement countries and to the beneficiary countries of the European Neighbouring Policy (ENP) through SAFEMED III and TRACECA II.

Assignment

- ✓ Supporting the Training and Cooperation team in all areas of their activities, including communication, project planning and monitoring
- ✓ Participating in the implementation of different actions under the capacity building activities related to the preparation of e-publications layouts and data/statistics visualisation
- ✓ Assisting in the development and the update of the webpage dedicated to capacity building activities
- ✓ Setting up the capacity building's image database
- ✓ Assisting in the preparation of presentations
- ✓ Drafting newsletters related to capacity building activities
- ✓ Updating templates and infographics

The trainee should have the following skills:

- ✓ Very good command of Office (Word, Excel, PowerPoint, Outlook)
- ✓ Ability to work in a team
- ✓ Good communicational skills

It would be considered advantageous if the trainee has the following skills:

- ✓ Competence in MS Office suite
- ✓ Experience in using the latest Adobe creative cloud software (Illustrator, InDesign, Photoshop, and Premiere Pro)
- ✓ Experience in producing data visualisation and infographics

Diploma required: Degree in Communication Science, Journalism, European Studies, Graphic Design, Multimedia Studies.

Languages: Fluency in both written and spoken English. French is desirable.

○ Unit C.2.2 'Maritime Support Services'

The MSS provides a 24/7 operational and technical service with responsibility for ensuring systems availability and stability by monitoring the continuity of the incoming and outgoing data flows, quality reporting and incident management linked with all Agency maritime applications. In the event of maritime emergencies the MSS acts as a single point of contact for mobilisation of EMSA operational services, and will report to EMSA and the Commission on maritime accidents in accordance with the EMSA contingency plan.

Assignment

Supporting the daily operations of the MSS under the supervision of the MSSOs on duty through:

- ✓ Daily data quality checks
- ✓ Daily reporting, monitoring and incident management
- ✓ Engaging in specific tasks related to Hazmat, MRS reporting and the update of the information available in the Central Organization Database (COD)

The trainee should have the following skills:

- ✓ Computer skills (mainly MS Office), databases SQL or equivalent and Geographical information Systems (ARCGIS)

Diploma required: Degree in Nautical Science (Mate/Master) or Naval Engineering. Degree in Computer Sciences or Engineering in general.

Languages: Fluency in both written and spoken English.

○ [Unit C.3.1 Institutional Services](#)

C.3.1 is responsible for the business management of the current range of maritime information services provided to different user communities. The ongoing development of the services is triggered through liaising with stakeholders, collecting and translating their business/data requirements into functional specifications. Users include EFCA, EUNAVFOR-Atalanta, EUNAVFOR-Sophia, Frontex, MAOC-N and the SafeMed and Tracea Cooperation Programmes.

Assignment

Supporting the implementation of the Institutional Services as managed by C.3.1:

- ✓ Developing and/or updating of Integrated Maritime Service(s) presentational material including the EMSA website and the IMS product catalogue
- ✓ Developing and/or updating of Integrated Maritime Service(s) requirement documentation and their validation with the associated external users

The trainee should have the following skills:

- ✓ Very good writing skills

Diploma required: Degrees in: Science, Engineering, Marine; Maritime, International Relations or External Communications.

Languages: Fluency in both written and spoken English.

○ [Unit C.4.3 Testing and Application Monitoring](#)

Unit C.4.3 is responsible for the technical and business validation and verification of applications; application build management; application deployment and; the preparation of application monitoring systems. New releases are tested by the section before progressing to production. The section works on automation procedures in build and testing management.

Assignment

Supporting daily operations in the Testing and Validation Team under the coordination of the Head of Unit and team members:

- ✓ Creating test plans and/or update existing plans, linking tests to software requirements
- ✓ Preparing and performing tests either manually or automated by using test tools (e.g. Testlink, JMETER and SOAP UI)
- ✓ Drafting status reports including reporting on bugs identified and their prioritisation

The trainee should have the following skills:

- ✓ Excellent knowledge of Microsoft Office package
- ✓ Excellent analytical, problem solving and troubleshooting skills

Diploma required: Degree in Computer Engineering.

Languages: Fluency in both written and spoken English.

2. Application

Interested candidates should apply by sending their application by **e-mail** to the following address: traineeship@emsa.europa.eu

The complete application must include the documents below:

- 1) Application Form (in the same editable format, not scanned, with no images inserted as signature and with **all required fields completed**);
- 2) Copy of all the University Diploma/s or relevant official certificate/s declared in the application (self-certifications are not accepted).

The closing date for application for the traineeship program is **2 November 2018**.

Please note that only complete applications submitted within the deadline will be considered.