

INTER-AGENCY JOB MARKET VACANCY NOTICE

EMSA/IAJM/AST/2021/01

In order to promote the mobility of Temporary Agents across Agencies, the European Maritime Safety Agency (EMSA) wishes to inform **Temporary Agents (2f)** in category AST1-AST4 of the following selection procedure:

RESERVE LIST FOR A FINANCIAL VERIFIER/INITIATING AGENT (AST1-AST4)

1. Background

The European Maritime Safety Agency was established for the purpose of ensuring a high, uniform and effective level of maritime safety, maritime security as well as prevention of and response to pollution by ships within the EU.

The idea of a European Maritime Safety Agency (EMSA) originated in the late 1990's along with a number of other important European maritime safety initiatives. EMSA was set up as the decentralised agency that would provide a major source of support to the European Commission and the Member States in the field of maritime safety, security and prevention of pollution from ships. The Agency was established by Regulation (EC) No 1406/2002 and subsequent amendments have refined and enlarged its mandate to cover among other measures, the efficiency of maritime transport.

2. Tasks of the Agency

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 and supports European cooperation on coastguard functions.

EMSA's activities can be broadly described as:

- providing technical and scientific assistance to the Member States and the European Commission in the proper development and implementation of EU legislation on maritime safety, security, prevention of pollution by ships and maritime transport administrative simplification;
- monitoring the implementation of EU legislation through visits and inspections;
- improving cooperation with and between Member States;
- building capacity of national competent authorities;
- providing operational assistance, including developing, managing and maintaining maritime services related to ships, ship monitoring and enforcement;
- carrying out operational preparedness, detection and response tasks with respect to pollution caused by ships and marine pollution by oil and gas installations;
- at the request of the European Commission, providing technical operational assistance to non-EU countries around relevant sea basins.

3. Reserve List to be used by various departments

Depending on the Agency's needs and the qualifications and profiles of the applicants, the successful candidates could be offered employment in a determined unit within one of the departments.

4. Functions and Duties

The Financial Verifier/Initiating Agent will be responsible for providing assistance to one of the Agency's Departments: In particular they will:

- Act as a Financial Initiating Agent or Financial Verifying Agent of financial transactions in line with applicable EU and EMSA's budgetary, financial and administrative rules;
- Ensure the legality and regularity of all financial transaction files (such as commitments, payments, recovery orders) either in the role of initiation or verification;
- Support procurement procedures and the financial area of contract implementation;
- Monitor and report on financial and budgetary issues;
- Provide advice and support to all relevant colleagues regarding financial and administrative procedures in line with applicable rules;
- Contribute to the updating of relevant rules and streamlining of procedures;
- Contribute to the implementation of a financial e-tool.

5. Eligibility and Selection Criteria

To be considered eligible to take part in this selection procedure, candidates must satisfy all of the eligibility criteria as specified below on the closing date for the submission of applications:

- Be a Temporary Agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their current agency in a grade and function group corresponding to the published function group and grade bracket;
- Have at least 2 years' service within their current agency before moving. Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
- Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such a member shall serve a full probationary period with EMSA in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an *ex novo* contract.

A.1. Education:

- A level of secondary education attested by a diploma giving access to post-secondary education, or;
- A level of post-secondary education of an official duration of three years attested by a diploma.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration. Please note, that degrees awarded by the UK up to 31/12/2020 are considered as valid.

A.2. Language skills:

The main working language in the field of maritime safety is English. Candidates must therefore have a very good 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.

B. SELECTION CRITERIA

B.1. Essential:

- At least two years of proven relevant professional experience related to the above-mentioned functions and duties;
- A working knowledge of the EU Financial Regulation including public procurement;
- Professional experience with financial systems and/or contract management systems;
- Proficiency in using the MS Office package (Word, Excel, Power Point, Outlook).

B.2. Advantageous:

- Relevant professional experience in another EU Body/Institution or in an international organisation;
- A working knowledge and professional experience in Business Objects.

Candidates must give details in their application, for the above-mentioned essential and advantageous criteria, of how the relevant experience or knowledge was acquired, including the range of tasks and their relevance to the functions and duties.

Applicants must meet the required eligibility criteria concerning the required educational qualifications and years of experience, as well as the essential criteria by the deadline for this call for applications.

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

In addition to the requirements above, candidates invited to the interview and test phase may also be assessed against the following supplementary requirements:

Supplementary (soft skills):

- Ability to work under pressure and to deliver within precise deadlines, to organise workload and to prioritise tasks;
- Ability to work under supervision;
- High sense of discretion and confidentiality;
- Good sense of initiative and responsibility;

- Excellent interpersonal skills and service orientated.

6. General Conditions

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 his/her full rights as a citizen;
- Have fulfilled the obligations imposed on him/her by the laws concerning military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another European Union Member State, are not eligible for calls for applications at EMSA due to the fact that they do not fulfil the requirements of Article 12.2 of the Conditions of Employment of Other Servants, namely that they do not hold the nationality of a EU Member State.

7. Conditions of Employment

The Reserve List for a Financial Verifier/Initiating Agent will be appointed by the Executive Director.

This vacancy notice concerns a Temporary Agent position, pursuant to Article 2 f) of the Conditions of Employment of other servants of the European Union.

If recruited from the reserve list, the successful candidate will be offered a contract in accordance with the [decision of EMSA's Administrative Board of 25 March 2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary agents under Article 2\(f\) of the Conditions of Employment of Other Servants of the European Union.](#)

EMSA is an Agency focused on gender balance and a harmonic workplace and strongly encourages the applications of women for the positions where they are underrepresented.

The place of employment is Lisbon, Portugal.

8. Submission of Applications

Candidates must submit their application by email within the deadline. Applications must:

- Be submitted by email to: recruitment@emsa.europa.eu;
- Be received by EMSA by 17.00 Lisbon time, on the closing date of 24 May 2021;

- Include 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);
- Include a motivation letter (in English).

All candidates will receive an acknowledgement of receipt for their application.

EMSA is an equal opportunities employer. Staff is selected without prejudice as to sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

You may apply in any of the official languages of the European Union, but it would be helpful to apply in English in order to facilitate the selection process.

9. The Selection Process

For each selection process a Selection Committee is nominated. The selection is carried out in two phases:

1. In the first phase all eligible applications will be evaluated by the Selection Committee and scored against the selection criteria. Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled. The advantageous criteria will be considered by the Selection Committee depending on the number of applicants meeting the essential selection criteria.

On this basis, the Selection Committee will invite to the interview and to the test phase the best qualified candidates (maximum of 10), on condition that they have achieved at least 60% of the highest possible score during the evaluation of applications. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

2. In the second phase, the selected candidates will be invited to pass one or several written tests 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 Committee. After the interviews and tests, the Selection Committee will draw up a list of the most suitable candidates to be proposed to the Appointing Authority. Only candidates receiving at least 70% of the maximum points at interview and at the test phase will be included in the list of the most suitable candidates. The Appointing Authority will select the successful candidate and decide whether to also adopt a reserve list. The successful candidates will be informed accordingly.

All candidates will receive an information letter of the outcome of their application.

Please be informed that due to the current COVID-19 situation, there is a possibility that the interviews and/or the written tests could be organised remotely. Further information on the organisation of the test and interview will be provided upon invitation.

The reserve list will remain valid for a period of 1 year following its establishment with the possibility of renewal.

Therefore, candidates whose name will be put on a reserve list could be offered a contract during this period of time. Please note however that inclusion in the reserve list does not guarantee as to the possibility of recruitment.

Please note that the selection process may take several weeks to be completed and that no information will be released during this period.

Candidates are strictly forbidden to make any contact with the members of the selection committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

Requests for information:

How to request for information: An applicant who would like further information or considers that he/she has grounds for complaint concerning a particular decision of the selection procedure may send a request by e-mail to recruitment@emsa.europa.eu preferably within 10 working days from the date he/she was notified.

EMSA Human Resources will forward the request to the Chairperson of the Selection Committee and the applicant will receive a reply as soon as possible.

How to lodge a complaint:

An applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities (see Article 90 (2) of the [Staff Regulations as amended by Regulation \(EU, Euratom\) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013](#)) by e-mail recruitment@emsa.europa.eu or registered mail at the following address:

Executive Director
EMSA
Praça Europa 4
1249-206
Lisbon
Portugal

The time limit for initiating this type of procedure is three months from the time you become aware of the act allegedly prejudicing your interests.

Applicants can make a complaint to the European Ombudsman. Before submitting a complaint to the European Ombudsman, applicants must already have contacted EMSA about the matter and used all the internal administrative options for review and/or complaints provided for in the Staff Regulations.

More information: <https://www.ombudsman.europa.eu/en>.

10. Personal Data protection

The processing of personal data in the Community institutions and bodies like agencies is regulated by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The Applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his/her personal data, (s)he shall address them to the delegated controller of the data, Head of Human Resources Unit. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor.

For more on personal data protection and related documents see the [Personal Data Protection page](#).