

TRAINEESHIP NOTICE

Ref. EMSA/TRAINEESHIP/2017/02

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 September 2017 and finishing date is 28th February 2018**. 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 **€ 934.51** 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.1.3 'Events and Missions Support'](#)

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

Assignment

- ✓ 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);
- ✓ Copies of documents and check lists;
- ✓ Support of videoconference and Webex meetings and set up of the equipment.

Diploma required: Events Management, Tourism, Hotel Management.

○ [Unit A.2.1 'Legal 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 following the update of Procurement templates (due to entry into force of the new Financial Regulations in 2018 there will be a need to update the Procurement Manual and all templates);
- ✓ Assistance in the verification of procurement files;
- ✓ Assistance in the e-procurement procedures;
- ✓ Updates of the Court Cases.

Diploma Required: Master of Laws.

○ 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.

Language: High level in English required.

○ Unit B.1.4 'Analysis and Assessment'

Responsible for horizontal analysis and assessments regarding the overall implementation of maritime Regulations and Directives across Member States. It follows a holistic approach, in close cooperation with the units/sectors responsible for the specific area of legislation, and is based on the visits carried out by EMSA and on information available in-house. The analysis aims at the identification of horizontal findings, to draw relevant lessons and facilitate the dissemination of good working practises.

Assignment

- ✓ Assisting the sector in the preparation of horizontal analysis of visits, inspections and other information on the implementation of Union Law in the area of maritime safety;
- ✓ Assisting the sector in the statistical analysis of data and findings from the reports following visits to Member States;
- ✓ Assisting the sector in the preparation of cost-effectiveness analyses of the Member States' implementation of Union Law in the area of maritime safety.

Diploma required: Economics, Law, Science or Engineering (advantageous if with an exposure to maritime subjects)

2. Application

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

The application must include the documents below:

- 1) Application Form (not scanned and with all required fields completed);
- 2) Copy of the University Diploma or relevant official certificate (self-certifications are not accepted).

The closing date for application for the traineeship program is **30 June 2017**.

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