

## TRAINEESHIP NOTICE

### Ref. EMSA/TRAINEESHIP/2019/02

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 9 trainees. The starting date of the traineeships is **1<sup>st</sup> September 2019 and finishing date is 29<sup>th</sup> February 2020**. 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 **€ 1025.69** 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

##### ○ [‘Executive Office’](#)

Support to the Director in all areas under her responsibility, including policy, communication, planning and monitoring.

##### **Assignment**

- ✓ Implementing EMSA’s visual identity in the preparation of publication layouts and data visualisation;
- ✓ Assisting in the development of the website;
- ✓ Building up and compiling EMSA’s image database;
- ✓ Stocktaking of existing publications and branded material;
- ✓ Assisting in the preparation of presentations;
- ✓ Supporting video production.

The following skills would be considered advantageous:

- ✓ Basic knowledge of photography & film;
- ✓ Competence in the MS Office suite;
- ✓ Experience in using latest Adobe creative cloud software (Illustrator, InDesign, Photoshop, and Premiere Pro);
- ✓ Experience in producing data visualisation and infographics.

**Diploma required:** Communication Science, Languages, Journalism, European Studies, Graphic Design, Multimedia Studies.

**Languages:** Fluency in both written and spoken English.

○ [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.2.1 'Legal Affairs'](#)

To provide assistance to the Legal Affairs section in Unit A.2 in the following areas:

**Assignment**

- ✓ Preparation of legal and procurement related documentation following the update of procurement templates, rules and manuals;
- ✓ Assistance in the e-procurement procedures and implementation of new procurement modules;
- ✓ Assistance in the verification of procurement files;
- ✓ Assistance in maintaining the contract archive;
- ✓ Assistance in preparing presentations and other training materials.

The trainee should have the following skills:

- ✓ Proficiency in Word;
- ✓ Good knowledge of PowerPoint.

**Diploma required:** Master of Laws, preferably European Law.

**Language:** 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.1.4 'Analysis and Assessment'

This Unit 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.

The trainee should, in addition, have the following skill:

- ✓ Very good knowledge of Excel

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

**Languages:** Fluency in both written and spoken English

○ **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
- ✓ Patience

**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 200916/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**

- ✓ 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;
- ✓ Building up and compiling 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.4.1 '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 IT or Engineering in general.

**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](mailto: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 **12 June 2019**.

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