

## INTER-AGENCY JOB MARKET VACANCY NOTICE

### EMSA/IAJM/AST/2026/01

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:

#### **SPECIALIST/SENIOR SPECIALIST - FINANCE** **(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 that aims at a maximum reduction of accidents, a high, uniform and effective level of maritime security, the reduction of greenhouse gas emissions from ships and the environmental sustainability of the maritime sector as well as the prevention of and response to pollution caused by ships and the response to marine pollution caused by oil and gas installations. The Agency supports digitalisation and the reduction of the administrative burden in the maritime sector by facilitating the electronic transmission of data and supports simplification and the provision of integrated maritime surveillance and maritime situational awareness systems and services to the European Commission and the Member States.

The Agency was established by the Regulation (EU) 2025/2434 of the European Parliament and of the European Council of 26 November 2025 on the European Maritime Safety Agency and repealing Regulation (EC) No 1406/2002.

##### **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**

This is a joint selection procedure run by EMSA in collaboration with the European Union Drugs Agency (EUDA) with the intention to establish a reserve list of successful candidates to cover staffing needs across both Agencies. Depending on the Agencies needs and the qualifications and profiles of the applicants, the successful candidates could be offered employment in a determined unit within one of the Agencies' departments.

### **4. Functions and Duties**

This is a joint selection procedure run by EMSA in collaboration with the European Union Drugs Agency (EUDA) with the intention to establish a reserve list of successful candidates to cover staffing needs across both Agencies.

Under the responsibility of the respective Manager, the successful candidate will be responsible for the following tasks:

- Acting as financial initiator, financial verifier or as financial support for re-imbursement payments (e.g. to external experts), including the preparation of statistics and reports;
- Providing financial advice, support and training (including drafting of guidelines and manuals) to financial actors;
- Providing advice on financial aspects of procurements and contracts on the basis of model procurement documents, contract templates and legal provisions;
- Ensuring the conformity of financial and procurement operations in view of legality, regularity, compliance with internal procedures and sound financial management;
- Providing support to procurement planning, reporting on budget implementation and contract management;
- Contributing to the simplification of administrative procedures and financial workflows;
- Contributing to the onboarding of the new financial tool;
- Assisting the Unit in the provision of information for internal audits or for issues audits by the Court of Auditors or other audits and checks relevant for the Unit.

### **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 AND at least six years of proven professional experience acquired after the award of the diploma, or;
- A level of post-secondary education of an official duration of three years attested by a diploma AND at least three years of proven professional experience acquired after the award of the diploma when the normal duration of studies is three years. When the official duration of the post-secondary studies is less than three years, the difference in time is to be compensated by additional professional experience after the award of the 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 3 years of proven relevant professional experience related to the above-mentioned functions and duties.
- A working knowledge of the EU Financial Regulation, including EU public procurement rules.
- Proven professional experience with financial systems and contract management systems. Candidates should specify the applications used and their role in using these applications.
- Proven professional experience in the creation of statistics and/or creation of financial reports for management.
- Proven professional experience in the preparation of audits.

#### **B.2. Advantageous:**

- Relevant proven professional experience in a multicultural environment.
- An advanced working knowledge of Excel. Candidates should provide concrete examples of deliverables to demonstrate their proficiency in this application.

**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):**

- High attention to detail.
- High level of confidentiality and discretion;
- Good organisational skills;
- Ability to communicate in a clear and tactful manner;
- Ability to work under pressure and to respond quickly;
- Strong customer service orientation.

## **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 their full rights as a citizen.
- Have fulfilled the obligations imposed on them 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.

## **7. Conditions of Employment**

The Specialist/Senior Specialist - Finance will be appointed by the Executive Director of EMSA, upon recommendation of the Chairperson of the Selection Committee.

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 offered a contract by EMSA, the latter will be 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.](#)

**If offered a contract by the EUDA, the successful candidate will be subject to the EUDA's conditions of employment.**

The place of employment for both Agencies is Lisbon, Portugal

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

## **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](mailto:recruitment@emsa.europa.eu).
- Be received by EMSA by 17.00 Lisbon time, on the closing date of 30 July 2026.
- 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.

The EMSA and EUDA apply an equal opportunities policy. 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 the interviews and/or the written tests will be organised remotely. Further information on the organisation of the test and interview will be provided upon invitation.**

A joint reserve list to be used by the EMSA and EUDA will be established based on the outcome of the assessment phase and will remain valid until 31/12/2027. The administrative management of the Joint Reserve List lies with the EMSA Executive Director.

Following the establishment of the Joint Reserve List, the EMSA and the EUDA may consult the applications of the successful candidate(s) on the Joint Reserve List. Each Agency may organise follow-up communication with one or more candidates placed on the Joint Reserve List.

Please note, however, that inclusion in the reserve list does not guarantee 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](mailto: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](mailto: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**

This Joint Selection Procedure is governed by a joint processing of personal data. Both participating Agencies undertake the responsibility to process candidates' personal data in compliance with a/m Regulation (EU) 2018/1725 as Joint Controllers, based on the roles and responsibilities set out in this Vacancy Notice and according to the applicable Privacy Notice.

Queries concerning the processing of personal data in relation to this Joint Selection Procedure and the establishment and sharing of the Joint Reserve List are to be addressed to the Data Controller of EMSA. The Data Controller is responsible for replying to data subjects requests up to the establishment of the Joint Reserve List. Any requests related to the subsequent recruitment process will be addressed by the respective recruiting Agency directly.

The purpose of processing of the data submitted by the candidate is to manage the application(s) of the candidate in view of a possible selection and recruitment at the EMSA or EUDA.

The Agency does not make public the names of successful candidates on Reserve Lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the EMSA and the EUDA management may have access to the Joint Reserve List and, in specific cases, to the application of a candidate.

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](#).