

TRAINEESHIP NOTICE

Ref. EMSA/TRAINEESHIP/2020/01

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 maritime related matters. In-service training enables trainees to acquire practical experience by means of their work and put into practice in a “maritime focussed” environment 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 eleven trainees. The starting date of the traineeships is **1st March 2020 and finishing date is 31st August 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 in the areas indicated below, if they possess a diploma of relevant studies and competence.

1. Traineeship Positions

○ [Support to the Communication and Media Team](#)

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

Assignment

- ✓ Publication layout and data visualisation
- ✓ Website development
- ✓ Building up EMSA's image database
- ✓ Stocktaking publications and branded material
- ✓ Presentation preparation
- ✓ Video production support

The following skills would be considered advantageous:

- ✓ Basic knowledge of photography & film
- ✓ Competence in the MS Office suite
- ✓ Experience in producing data visualisation and infographics
- ✓ Experience in using latest Adobe creative cloud software (Illustrator, InDesign, Photoshop, and Premiere Pro)
- ✓ Knowledge of/experience in the maritime sector would be advantageous

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

Languages: Fluency in both written and spoken English.

○ [Support to the Missions Organisation and Reimbursement Team](#)

Preparation of missions and processing of its reimbursements for 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
- ✓ Knowledge of/experience in the maritime sector would be advantageous

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

Languages: Fluency in both written and spoken English.

○ [Support to the ICT Team](#)

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:

- ✓ Windows, Office, basic PC knowledge
- ✓ Knowledge of/experience in the maritime sector would be advantageous

Diploma required: A diploma in an ICT related field would be advantageous.

Languages: Fluency in both written and spoken English.

○ **Support to the STCW Visits and Inspections Team**

Responsible for visits and inspections, in Member States and third Countries, under Directive 2008/106/EC. The team 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
- ✓ The drafting of reports, including the annual STCW-IS report
- ✓ The follow-up and horizontal evaluation of visits and inspections
- ✓ the preparation and delivery of training courses
- ✓ the preparation of relevant internal and external meetings

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, STCW-F and MLC Conventions.

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

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

○ **Support to the Accident Investigation Team**

The team is responsible for technical assistance for the implementation of Directive 2009/18/EC establishing the fundamental principles governing the investigation of accidents in the maritime transport sector. It provides the Secretariat for the Permanent Cooperation Framework (PCF) of Accident Investigation Bodies. It is also responsible for the maintenance and enhancement of EMCIP, the European Marine Casualty Information Platform, a tool to store and analyse casualty data and investigation reports provided by the Member States.

Assignment

- ✓ Ship safety and maritime accident investigation particularly regarding testing EMCIP and the day-by-day helpdesk of EMCIP
- ✓ 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
- ✓ Be structured and meticulous
- ✓ Be patient

Diploma required: Degree in Naval Architecture, Engineering IT, Maritime studies.

Languages: Fluency in both written and spoken English.

○ Support to the Marine Environment & Port State Control Team

The team provides technical and scientific assistance to the Commission and Member States in the field of prevention of pollution caused by ships and promotion of sustainable shipping. This includes the development, implementation and enforcement of existing or proposed international and EU legislation (e.g. port waste reception facilities, minimising waste on board ships, ship recycling, air pollution (SO_x, NO_x), alternative emission abatement methods, alternative fuels and cleaner power technologies, greenhouse gas emissions and implementation of the MRV regulation, ballast water management, leachates from anti fouling paints, sanctions for ship source pollution and the rules on liability and compensation).

It is also responsible for technical assistance regarding the implementation of Directive 2009/16/EC as amended (PSC). This includes the participation in all bodies of the Paris Memorandum of Understanding on Port State Control.

Assignment

- ✓ Development of the EU Maritime Environmental Report
- ✓ Production of relevant statistics and analysis of the environmental impacts of the maritime transportation sector
- ✓ Design of relevant graphs and infographics for publication
- ✓ Support in the compilation of various annual reports which are responsibility of the Sector (sulphur annual reports, MRV, etc)
- ✓ Providing general support to the tasks performed by the Marine Environment & PSC Sector
- ✓ Supporting the development of the European Maritime Environmental Report.

The trainee should have the following skills:

- ✓ Very good command of Microsoft Office
- ✓ Excellent knowledge of Excel

Diploma required: Environmental Studies preferably in the maritime area, Statistics.

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

○ Support to the Pollution Response Cooperation & Information Team

The team develops and coordinates cooperative activities in the field of marine pollution preparedness and response, for the European Commission services, the EU Member States and other relevant organisations. More specifically, scientific and technical information on oil spill response options are collected and disseminated, including the use of chemical dispersants. EMSA's Hazardous and Noxious Substances (HNS) Action Plan is implemented through activities such as maintaining the MAR-ICE Network and offering decision support tools for pollution response.

Assignment

- ✓ The trainee will be primarily assigned tasks regarding review and updating of MAR-CIS datasheets, testing software, and compiling a database for spill modelling tools
- ✓ The trainee may also be assigned other tasks as needed such as assistance with the organisation of specialised meetings with member states
- ✓ WNO/ACA will provide the introductions to the tasks and supervise all activities

The trainee should have the following skills:

- ✓ Good command of Microsoft Office
- ✓ Knowledge of/experience in the maritime sector would be advantageous

Diploma required: Chemistry, Chemical Engineering or related science background.

Languages: Fluency in both written and spoken English.

○ [Support to the Coast Guard Services and related aspects of the Integrated Maritime Services](#)

The trainee will support the implementation of the Coast Guard services and related aspects of the Integrated Maritime Services (IMS) as appropriate. Activities will be dependent on the needs at the time but can be expected to include some or all the following:

Assignment

- ✓ Developing and/or updating of Coast Guard / IMS presentational material including the EMSA website and the IMS product catalogue or
- ✓ Developing and/or updating of Coast Guard / IMS requirement documentation / content management and their validation with associated external users
- ✓ Using GIS tools and developing associated data management procedures for the above-mentioned Services

The trainee should have the following skills:

- ✓ Geographical Information System experience
- ✓ Knowledge of/experience in the maritime sector would be advantageous

Diploma required: Broad range of subject areas including Science, Engineering, Marine, Maritime, GIS, International Relations or External Communications.

Languages: Fluency in both written and spoken English.

○ [Support to the Integrated Maritime Service Team](#)

The team is responsible for the coordinated management of user requirements for integrated maritime services (IMS), and for ensuring the suitability, timeliness and adaptation of IMS-related EMSA maritime services to user needs of Member States. Work is undertaken to collect and translate requirements in functional service specifications; focussing on correct configuration of new services in accordance with requirements; collecting user feedback for improvement; and; supporting the integration of EMSA services with other EU maritime projects and systems.

Assignment

- ✓ Assist in organisation of events and meetings such as user consultation meetings, workshops, etc.
- ✓ Help develop, review, update user manuals/guides and communication materials including emails, input to newsletters, specific documents, presentations, flyers, brochures, website working with the IMS team and EMSA's communications department
- ✓ Assist in any other tasks linked to the section's activities

The trainee should have the following skills:

- ✓ Design experience is desirable
- ✓ Work effectively without supervision
- ✓ Knowledge of/experience in the maritime sector would be advantageous

Diploma required: Maritime and/or Communication.

Languages: Fluency in both written and spoken English. Accurate English writing skills.

○ Support to the RPAS Team

The team is responsible for the general sourcing and day-to-day provision of Remotely Piloted Aircraft System based data, as derived from imagery and streamed video, to support the operational requirements of multiple maritime user communities. This is a new technical domain and will start with support for oil spill detection and monitoring (CleanSeaNet), ship source emission surveillance (SOx detection) as well as vessel detection.

Assignment

- ✓ Assist in organisation of events, presentations and meetings
- ✓ Help develop, review, update communication materials including emails, input to newsletters, specific documents, presentations, flyers, brochures, website working with the RPAS services team and EMSA's communications department
- ✓ Support analysis of data and lessons learned from past operations
- ✓ Assist in any other tasks linked to the section's activities

The trainee should have the following skills:

- ✓ Accurate English writing skills
- ✓ Maritime Surveillance, Aviation or RPAS related experience would be an asset

Diploma required: Maritime Law enforcement, Aviation, Aeronautical Engineering, other Engineering.

Languages: Fluency in both written and spoken English. Spanish, Italian or French desirable.

○ Support to the Maritime Support Service Team

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 newswires, monitoring and incident management, helpdesk service
- ✓ Engaging in specific tasks and surveys such as Hazmat or MRS reporting, according to the service needs

The trainee should have the following skills:

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

Diploma required: Diploma in Nautical Science (Mate/Master) or Naval Engineering, Computer Sciences, 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** only 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).

In order to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have knowledge of English at B.2 level. Knowledge of languages declared on the application form, other than the mother tongue, must be supported by the appropriate justification, i.e. diplomas, certificates, proof of having studied in the language in question, etc.

Please note that in line with Article 2.1 of the EMSA Traineeship Rules, the EMSA Traineeship programme is addressed to nationals of the EU Member States (Iceland, Norway and candidate countries benefiting from a pre-accession strategy).

The closing date for application for the traineeship program is **19 December 2019**.

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