

NATIONAL EXPERT SECONDED TO EMSA

PROJECT OFFICER FOR EQUASIS

Ref. n°: EMSA/SNE/2016/04

The European Parliament and Council Regulation (EC) No 1406/2002¹ provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

The European Maritime Safety Agency is one of the European Union's decentralised agencies. Based in Lisbon, 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.

EMSA invites you to send your application for a Seconded National Expert as Project Officer for Equasis. This position will be attached to Department B 'Safety and Standards', in Unit B.3 'Environment & Capacity Building', in the 'Ship Inspection Support' Section.

More information about the Agency and its structure and activities can be found on our website: <http://www.emsa.europa.eu>

Conditions of Employment:

This vacancy notice concerns a Seconded National Expert position. Rules applicable to National Experts seconded to EMSA can be found on the following link:

<http://www.emsa.europa.eu/recruitment-info/seconeded-national-experts.html>

Please read carefully these rules before applying.

The initial duration of the secondment is one year with possibility for extension.

The place of employment is Lisbon, Portugal.

Functions and Duties:

Under the responsibility of the Head of Unit B.3, 'Environment & Capacity Building' the successful candidate will be responsible for assisting in the activities of the Unit, and in particular shall be responsible for:

¹ OJ L 208, 5.8.2002, p.1, as amended by Regulation (EC) No 1644/2003 of the European Parliament and of the Council of 22 July 2003 (OJ L 245, 29.9.2003, p. 10) and Regulation (EC) No 724/2004 of the European Parliament and of the Council of 31 March 2004 (OJ L 129, 29.4.2004, p. 1), as amended by Regulation (EU) No 100/2013 of the European Parliament and of the Council of 15 January 2013 (OJ L 39/30, 09.02.2013, p.30-40).

- Managing the day-to-day operation of the Equasis Management Unit, including regular contacts with data providers, Equasis users, the Technical Unit, etc.;
- Assessing all applications from data providers in accordance with the Data Providers Accreditation Procedure;
- Preparing an annual Equasis budget proposal for approval by the Supervisory Committee;
- Preparing documents for meetings, circulating papers and providing follow up to the Supervisory Committee and the Editorial Board meetings;
- Handling queries and complaints relating to the services provided through Equasis through a dedicated help desk;
- Preparing a detailed annual report of Equasis activities;
- Promoting Equasis through social media and maritime events.

Main skills and qualifications:

- University degree or equivalent qualification or professional experience;
- At least 3 years of professional experience, in the area of the above-mentioned functions and duties, acquired after the award of the required qualification. When no university degree or equivalent qualification has been acquired, 7 years of experience is required, of which at least 3 must be in the area of the above-mentioned functions and duties;
- Excellent knowledge and proven usage of Equasis;
- Excellent knowledge of the roles and functions of stakeholders in the Equasis project (i.e. contributing parties, data providers, Supervisory Committee, Editorial Board, Management Unit, Technical Unit);
- Excellent level of written and spoken English with the ability to draft clear and concise texts;
- Proven experience in preparation and participation in meetings;
- Good knowledge and use of social media;
- Basic knowledge of operational aspects of IT systems;
- Proven experience and participation in international maritime forum or meetings is advantageous;
- Ability to communicate, both orally and in writing in French would be considered an asset.

Submission of applications:

Each application shall contain the following documents:

- a) 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).
- b) A duly completed and signed [declaration of honour](#) (which can also be downloaded from our site).

Please note that candidates cannot send their applications to EMSA directly; the Permanent Representation must send your application to EMSA, at the following email address before the deadline: Recruitment@EMSA.europa.eu

EMSA will only take into account applications received before the deadline which is **27 June 2016 at 17 hours (Lisbon time)**. Please liaise with your Permanent Representation to ensure that your application reaches it well on time.