

TRAINEESHIP NOTICE

Ref. EMSA/TRAINEESHIP/2017/01

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 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 March 2017 and finishing date is 31st August 2017**. 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 **€ 888.94** 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

○ 'Executive Office'

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

Assignment

- ✓ Implementing EMSA's new 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.

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

○ 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, Events, Hotel Management.

○ 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.1.2 'Standards for Seafarers'

Responsible for visits and inspections, in Member States and third Countries, under Directive 2008/106/EC. B.1.2 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.

Assignment

- ✓ Assisting the inspectors in the preparation of visits and inspections and in the REFIT Evaluation of Directives 2008/106/EC and 2005/45/EC;
- ✓ Becoming familiarised with the practical aspects of the implementation of the maritime safety instruments related to the education, training and certification of seafarers in the context of maritime safety;
- ✓ Assisting the team members in the preparation and delivery of training courses, requested by Unit B.3.

Diploma required: Degree in maritime studies, Navigation (deck), Marine Engineering, Maritime Law or Maritime Economics.

○ Unit B.2.2 'Classification Societies'

B.2.2 carries out inspections of classification societies that survey and certify ships in international trade and that are acting as recognised organisations on behalf of Member States. These inspections are carried out world-wide and inspection results are an important input for the Commission's regular assessments of these organisations, as required by Regulation (EC) No 391/2009 'on common rules and standards for ship inspection and survey organisations'.

Assignment

- ✓ To assist the team of inspectors in preparing end of cycle reports;
- ✓ To assist in drafting Commission assessments;
- ✓ Participating in other inspection related activities of the sector.

Diploma required: Maritime Law Degree or EU Law Degree.

○ Unit B.3.3 'Ship Inspection Support'

B.3.3 is responsible for the development, hosting and maintenance of tools to support the enforcement and monitoring of relevant EU legislation and Ship Inspection activities, such as THETIS, THETIS-EU, THETIS-MRV, RuleCheck, and MaKCs, the Agency's eLearning platform. B.3.3 is also responsible for the analysis and dissemination of safety and environment related information on ships and their operations, using in-house tools as available, and the production of objective, reliable and relevant statistics and trend analysis for the benefit of the Agency, the Commission, the Member States and the maritime community more in general. It also hosts the Management Unit of Equasis and ensures its daily running.

Assignment

- ✓ Analyse data retrieved from various modules of THETIS using the Jaspersoft BI tool;
- ✓ Analyse data retrieved from Equasis using the Jaspersoft BI tool;
- ✓ Produce templates for statistics retrieved from various modules of THETIS and Equasis.

Diploma required: University degree in Statistics, or Applied Mathematics or Computer Science or Business Intelligence.

○ Unit C.1.1 'Cooperation and Information'

C.1.1 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

Support the daily operations of the MSS through:

- ✓ Collect information on MS pollution response capacities,

- ✓ Geo-reference data;
- ✓ Import data to CECIS

Diploma required: Natural Sciences.

○ Unit C.2.2 '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

Support the daily operations of the MSS through:

- ✓ Daily data quality checks,
- ✓ Daily reporting, monitoring and incident management.

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

○ Unit C.3.3 'RPAS Services'

C.3.3 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

To assist the RPAS team in setting up the European Remotely Piloted Aircraft Systems (RPAS) services for Member States and other Agencies by:

- ✓ Drafting relevant texts for internal/external communication and promotional purposes (brochures, flyers, RPAS equipment flyers, website, etc.);
- ✓ Supporting the development of robust templates and forms for RPAS operations;
- ✓ Supporting the day to day monitoring of RPAS missions.

Diploma required: Modern Languages, Communication or Marketing studies, Engineering, Science.

2. Application

Interested candidates should apply by sending their application by **registered mail** to the following address:

EMSA - European Maritime Safety Agency
Praça Europa 4
1249-206 Lisbon
Portugal

Application must include the documents below:

- 1) Application Form;
- 2) Copy of the University Diploma.

The closing date for application for the traineeship program is **23rd December 2016**.

Please note that only complete applications submitted by registered mail and within the deadline will be considered.