

NATIONAL EXPERT SECONDED TO EMSA

PROJECT OFFICER FOR VESSEL AND PORT REPORTING

Ref. n°: EMSA/SNE/2018/04

The European Parliament and Council Regulation (EC) No 1406/2002¹, as amended, 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 and supports European cooperation on coastguard functions.

EMSA invites you to send your application for a Seconded National Expert as a Project Officer for Vessel and Port Reporting. This position will be attached to Department C 'Operations', in Unit C.2 'Vessel and Port Reporting' in the 'Vessel and Port Reporting' 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/seconded-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.

Expected date of entry into functions: May 2019

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).

Functions and Duties:

Under the responsibility of the Head of Unit C.2. 'Vessel and Port Reporting', the successful candidate will assist in the following duties:

- Contribute to the developments and operation in SafeSeaNet (SSN)/ National Single Window (NSW);
- Contribute to the elaboration of user requirements and technical specifications, testing and verification of deliverables;
- Participate in the work related to the operation of SSN such as system administration and checking the quality of data and services;
- Participate in projects which aim at reducing the administrative burden for the shipping industry;
- Contribute to assessment studies, elaboration of user requirements and technical specifications in collaboration with experts from MS, maritime industry and the Commission, as well as the design, development, testing and deployment of deliverables.

Main skills and qualifications:

- A university degree or equivalent qualification or professional experience;
- At least three years of experience working with a National Single Window (NSW) or Port Community System (PCS) or SafeSeaNet (SSN) or other ship reporting systems acquired after the award of the required qualification. If no university degree or equivalent qualification has been acquired, seven years of relevant experience is required, of which three must be working with National Single Window (NSW) or Port Community System (PCS) or SafeSeaNet (SSN) or other ship reporting systems;
- Experience in IT system projects such as drafting of requirements, analysis, elaboration of technical specifications, testing, or system administration;
- Good level of written and spoken English;
- Professional experience in project management (for example, ITIL framework and PRINCE2);
- Thorough understanding of the EU context and of the interaction between national administrations and EU institutions will be considered advantageous;
- Experience in managing meetings, acquired in a national, European or international public administration will be considered advantageous;

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 **18 March 2019 at 17.00 hours (Lisbon time)**. Please liaise with your Permanent Representation to ensure that your application reaches it well on time.