



## THE EUROPEAN MARITIME SAFETY AGENCY (EMSA) TRAINEESHIP NOTICE

The Director of IMLI, Professor David Attard, would like to inform you of the European Maritime Safety Agency's (EMSA) Traineeship Scheme for the Spring Session 2021. 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.

The deadline for the application is 14 December 2020. Applications should be sent by e-mail to [Traineeship@emsa.europa.eu](mailto:Traineeship@emsa.europa.eu) Find attached the Traineeship notice and Application form with reference, **EMSA/TRA/2021/01**.

The notice and application form have also been published on EMSA's [website](#)

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*\* If you do not want to receive IMLI e-News in future, please return this message to the above address with request to DELETE in the subject field.*

*\*\* For further information please contact Ms. Ramat Jalloh (Editor, IMLI e-News) at [publications@imli.org](mailto:publications@imli.org)*



## EMSA Traineeship Scheme 2021

All the required fields shall be filled electronically in ENGLISH

### Standard Application Form

#### 1. Applicant's personal data

Surname: \_\_\_\_\_ Name(s): \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Gender: ☐ Male ☐ Female

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ City: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
*Please, note that the email address you provide will be used for future correspondence. Please take care to fill it correctly.*

#### 2. Education

*Please note that to be eligible for this Traineeship, **you must have finished your university studies no longer than three years prior to the deadline for applications**. In addition to this, you must enclose a copy of the diplomas/relevant certificates of all the studies declared in your application (self-certifications are not accepted).*

Title of qualification: \_\_\_\_\_  
Name and country of Establishment: \_\_\_\_\_  
Dates (from-to): \_\_\_\_\_  
Principal subject(s): \_\_\_\_\_

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Name and country of Establishment: \_\_\_\_\_  
Dates (from-to): \_\_\_\_\_  
Principal subject(s): \_\_\_\_\_

### 3. Unit choice & motivation

*Please indicate the Unit/s you want to apply for in order of preference and justify your application and interest in the Traineeship Scheme. Please note that if you leave the motivation section blank, your application will not be considered:*

First Unit choice: Choose an item.

Requested duration of the Traineeship: ☐ 3 months ☐ 4 months ☐ 5 months ☐ 6 months

Second Unit choice: Choose an item.

Requested duration of the Traineeship: ☐ 3 months ☐ 4 months ☐ 5 months ☐ 6 months

**Motivation letter (max 250 words)**

#### 4. Work experience

*Please list your professional experience from most to least recent.*

Have you already worked for a European Institution or Body? ☐Yes ☐No

Name of the employer:

Dates (from-to):

Position held:

Main activities and responsibilities:

Notice period:

Name of the employer:

Dates (from-to):

Position held:

Main activities and responsibilities:

Name of the employer:

Dates (from-to):

Position held:

Main activities and responsibilities:

Name of the employer:

Dates (from-to):

Position held:

Main activities and responsibilities:

### 5. Knowledge of languages

All candidates must have a knowledge of English at B.2 level. Please use the following self-assessment scale (\*) to indicate your level of knowledge of English and other EU languages:

Language	Self-assessment
English	
Other:	

(\*) Common European Framework of Reference (CEF) level

### 6. Skills and competences

Computer skills	
Technical skills and competences	
Communication and organisational skills	
Other relevant skills	

#### 7. Studies or publications on EU, EMSA or Maritime related topics

Have you studied or published papers or articles on EMSA or Maritime related topics, or are you preparing any such studies? ☐Yes ☐No

If so, please specify up to **three** and give details:

#### 8. Declaration

☐ I certify that the statements made by me in answer to the above questions are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for my exclusion from the Traineeship Scheme or cancellation of my training if my application has been accepted.

☐ I enclose a copy of the university diploma/s declared in the application (see art. 2.2 of the Rules Governing the Traineeship Scheme of EMSA)

**Date:**

**By submission of the application form, it implies your signature.**

**Please do not insert your electronic signature or any picture in this document. Please submit this form in the same doc format and do not convert it in pdf.**

## TRAINEESHIP NOTICE

### Ref. EMSA/TRAINEESHIP/2021/01

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 five trainees. The starting date of the traineeships is **1<sup>st</sup> March 2021 and finishing date is 31<sup>st</sup> August 2021**. 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 **€ 1081.61** and a travel allowance as indicated in the above-mentioned decision, if applicable. The trainees will be assigned to work for the following Units complying with a diploma of relevant studies and competence.

#### 1. Traineeship Positions

##### Unit 1.3 - Capacity Building - EMSA Academy

Unit 1.3 is responsible for activities in support of the Professional Development and Training of staff from the competent authorities performing Flag, Port and Coastal State responsibilities. It hosts the EMSA Academy and provides technical assistance to Member States, Enlargement and Neighbouring countries. It is also responsible for deriving knowledge from the data and information gathered in the Agency through Analytics.

##### **Assignment**

- ✓ Using the technologies, equipment and software available in the eLaboratory to support relevant EMSA staff with the creation of attractive and professional-looking contents for the promotion of the EMSA Academy and to be used in Moodle courses.

The trainee should have the following skills:

- ✓ Knowledge of Adobe Premiere Pro, Adobe After Effects, Adobe Photoshop, StreamLab OBS, or equivalent applications.
- ✓ Practical experience in visual and digital media design, production and publication will be an advantageous

**Diploma required:** Graphic design, Graphic animation or Digital Media and Communication.

**Languages:** Fluency in both written and spoken English.



## Unit 2.2 - Earth Observation Services

The mission of Unit 2.2 is to provide maritime surveillance services to enhance the Agency's maritime information picture by implementing solutions that put at the centre the operational needs of users. This is achieved by managing the sourcing and day-to-day operations of the Earth Observation information flow from satellites, through the provision of Automatic Identification System information detected by satellites (SAT-AIS), and by transmission of Remotely Piloted Aircraft Systems (RPAS) based information. This involves both the set-up of routine surveillance services based on requests made by maritime authorities and other Coast Guard Agencies and the support that is provided through the EMSA contingency plan in response to maritime emergencies.

### **Assignment**

- ✓ Provide support to the quality control of earth observation images (optical and SAR);
- ✓ Provide support to the quality control of earth observation added value products (oil spill detection, vessel detection, feature detection, activity detection);
- ✓ Support the issuing of non-conformances and incidents to satellite service providers;
- ✓ Contribute to reporting on quality control activities;

The trainee should have the following skills:

- ✓ Knowledge of remote sensing;
- ✓ Knowledge of geographical information systems;
- ✓ Proficiency Microsoft tools (MS Excel and MS Word).

**Diploma required:** Engineering, Earth Sciences or Geography.

**Languages:** Fluency in both written and spoken English.

## Unit 3.3 – Simplification - EMSA Operational Services to EU Institutions

The Unit co-operates with Member States and the EU institutions to implement the EU vessel traffic monitoring initiatives in the fields covered by Directive 2002/59/EC (as amended), in particular through cooperating with Member States to operate SafeSeaNet, the European Union Long Range Identification and Tracking Cooperative Data Centre (EU LRIT CDC) and the LRIT International Data Exchange (LRIT IDE). In addition, assistance is provided to the European Commission and Member States for the LRIT issues within the International Maritime Organization (IMO). The Unit manages the main cooperation agreements with EU Institutions by collecting and translating their business requirements into functional specifications. There is a wide range of cooperation arrangements with different Institutions including the European Fisheries Control Agency (EFCA), the European Union Naval Force, the European Union Agency for Law Enforcement Cooperation (Europol), the European Border and Coast Guard Agency (EBCGA) and the Maritime Analysis And Operations Centre-Narcotics (MAOC-N).

### **Assignment**

- ✓ The trainee will support the development of the EMSA Operational Services to EU Institutions including EFCA, Frontex, Europol, EU Naval Forces: Operation Atalanta and MAOC-N. This will involve a period of familiarisation with the legal and operational context as well as how the relationship with Institutional users is implemented at EMSA e.g. from gathering business

requirements from users to bringing those Integrated Maritime Information (IMS) requirements in operation in the SafeSeaNet Ecosystem GUI (SEG).

- ✓ Assisting in the preparation of material to support the user experience. e.g. Manuals and video tutorials on IMS as well as Training Plans per Institutional user.
- ✓ Supporting the implementation of quality management system e.g. improving the quality of vessel information particularly fishery specific information in IMS Operational Vessel Registry as well as follow-up of QMS issues.

The trainee should have the following skills:

- ✓ Maritime knowledge or Geographical Information Systems or SQL

**Diploma required:** Any related to Maritime or Engineering or Science.

**Languages:** Fluency in both written and spoken English.

#### Unit 4.1 - Human Resources & Internal Support

The Unit is primarily responsible for the implementation of the Staff Regulations (SR) and the Conditions of Employment of Other Servants (CEOS) as well as the development, putting into practice and providing support related to staff policy in the areas of recruitment, staff administration, career development, remuneration, staff welfare, learning & development and missions organisation and reimbursements. In addition, the Unit is responsible for the implementation and monitoring of the rights and obligations under the Protocol on Privileges and Immunities (Seat Agreement) for the Agency and its staff. The Unit is also in charge of the implementation across the Agency of the records management policy & procedures, archiving, mail handling, print and copy shop as well as the reimbursement of EMSA's events.

#### **Assignment**

- ✓ Assisting in HR matters;
- ✓ Assisting in Learning & Development;
- ✓ Assisting in Missions & Expert Reimbursements;
- ✓ Assisting in Protocol;
- ✓ Assisting in other tasks of the Unit as required;
- ✓ Archiving and filing.

The trainee should have the following skills:

- ✓ Good organisational skills;
- ✓ Ability to work in a team;
- ✓ Knowledge of Excel.

**Diploma required:** Human resources, Public administration.

**Languages:** Fluency in both written and spoken English.

## Unit 4.2 - Legal, Finance and Facilities

The Unit provides advice to the Executive Director on legal, budgetary and financial matters and ensures compliance of legal and financial transactions with EMSA Financial Regulation. In this area, it particularly provides advice and verification on procurement procedures and legal commitments, financial and budgetary issues. The Unit carries out ex-ante financial verification of all financial transactions; it ensures the Agency invoice registration and management of contract archive and all access rights to the ABAC suite. Finally, it aims at streamlining administrative procedures by providing training in relation to finance and procurement, drafting and updating relevant rules, guidelines, templates and procedures and as business Unit enhancing procurement and financial tools of the Agency including e-procurement. It also handles matters of access to documents. The Unit provides the framework for setting the environmental policy of the Agency and coordinates the project aiming at EMAS registration. Finally, the Unit maintains and operates EMSA's premises and infrastructure, deals with safety and security matters, provides support for EMSA events and provides numerous support services.

### **Assignment**

To provide assistance to the Legal Section in Unit 4.2 in the following areas:

- ✓ Preparation of legal and procurement related documentation following the update of Procurement templates, rules and manuals;
- ✓ Assistance in revisions of the internal legal framework;
- ✓ Assistance in the verification of procurement files;
- ✓ Assistance in the e-procurement procedures;
- ✓ Assistance in maintaining the contract archive;
- ✓ Assistance in preparing presentations and other training materials;
- ✓ Updates of the Court cases.

The trainee should have the following skills:

- ✓ Proficiency in Word;
- ✓ Good knowledge of PowerPoint.

**Diploma required:** Master of Laws, preferably European/ Administrative/Business Law.

**Languages:** Fluency in both written and spoken English.

## 2. Application

Interested candidates should apply by sending their application by **e-mail** to the following address:  
[traineeship@emsa.europa.eu](mailto: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).

Females applicants are encouraged to apply, EMSA seeks to attain at least 60% of female trainees in our Traineeship Programme.

The closing date for application for the traineeship program is **14 December 2020**. **Please note that only complete applications submitted within the deadline will be considered.**

**Please be informed that due to the ongoing situation related to COVID-19, EMSA reserves the right to modify the foreseen start and/or end dates of traineeships or to cancel them should circumstances so require. Candidates should also be aware that teleworking arrangements may also need to be put in place for some period of the traineeship, again depending upon the situation at the time.**