

**VACANCY NOTICE**  
**F4E/CA/FGII/2010/0041**  
**(Contract Agent – FG II)**

<b>POSITION TITLE</b>	<b>SECRETARY / ADMINISTRATIVE ASSISTANT (F/M)</b>
<b>FUNCTION GROUP</b>	<b>II</b>
<b>LOCATION</b>	<b>BARCELONA, SPAIN</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>19/05/2010</b>

**1. THE ORGANISATION**

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' will:

- Oversee preparation of the ITER project site in Cadarache, France;
- Provide in kind components, equipment, materials and other resources to ITER;
- Manage procurement arrangements with ITER ;
- Coordinate Euratom's participation in the scientific exploitation of ITER;
- Provide for the implementation of R&D activities in support ITER;
- Provide Euratom's financial contribution to ITER;
- Provide arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

## **2. JOB DESCRIPTION - RESPONSIBILITIES**

The Secretary/Administrative Assistant will be assigned to secretarial/administrative vacant positions in “Fusion for Energy” and work as a member of its Departments.

His/her work will include, among others:

- To provide support to colleagues in the Joint Undertaking in his/her area of expertise;
- To manage all incoming and outgoing mail and correspondence by receiving, sorting, assigning, distributing and sending it including the Express Mail Services and the Diplomatic Pouch;
- To register, store the documents in the F4E Document Management System and prepare and follow-up the routine correspondence for signature;
- To maintain a schedule of appointments;
- To manage functional mailboxes and update different tracking tables and databases;
- To keep track of work in progress and ensure follow-up of assigned tasks until completion;
- To prepare, maintain and update administrative files and records relating to the work of the department;
- To contribute to preparation of presentations, working documents, reports and statistics related to the activity of the department;
- To prepare the minutes of the meetings, to record and track actions;
- To follow up the building up, managing and maintaining an archiving system of files;
- To give support related to day-to-day organization of missions for F4E staff, including liaising with the travel agency and with F4E staff to make travel arrangements and accommodation arrangements for missions;
- To be responsible for the handling of the cost declarations, including scanning and sending for calculations, prepare the files for payment and process reimbursement claims in accordance with applicable rules;
- To organize and provide logistic support for setting up technical meetings, fair stands, conferences and other events;
- To provide basic administrative duties and give assistance such as archiving, filing, scanning, copying and reproducing documents;
- To perform general secretarial / administrative duties and provide support related to specific tasks of a department, as deemed necessary.

## **3. GENERAL CONDITIONS**

### **A. ELIGIBILITY CRITERIA**

A1. In order to be eligible the candidate must:

- Be a citizen of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland).
- Enjoy his/her full rights as a citizen.<sup>1</sup>

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<sup>1</sup> Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service.
- Meet the character requirements for the duties involved.
- Be physically fit to perform their duties<sup>2</sup>.

A2. On the closing date for registration, the candidate must possess the following minimum qualifications:

A level of post-secondary education attested by a diploma

**or**

a level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, appropriate professional experience of at least three years.

Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

A3. The candidate must possess a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

## **B. QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **B1 Essential Selection Criteria**

- At least 1 year of professional experience in the activities listed under point number 2 (job description);
- Good knowledge of office automation tools such as MS word, Excel, PowerPoint and Adobe Acrobat;
- Excellent organizational and coordination skills with the ability to set priorities;
- Ability to build and maintain good working relationships as part of a team;
- Ability to perform duties autonomously with speed and accuracy, according to set schedules;
- Ability to communicate effectively;
- Ability to integrate into an international and multicultural environment;
- Good working knowledge of English, the main working language of the Joint Undertaking.

### **B2 Advantageous Selection Criteria**

- Ability to adapt to changing requirements of the project and under conditions that require flexibility and stress resistance;
- A working knowledge of the EU institutions;
- Knowledge of French and Spanish;
- Working experience in a European or international environment.

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<sup>2</sup> Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 82(3)(d) of the Conditions of employment of other servants of the European Communities.

#### **4. CONDITIONS OF EMPLOYMENT**

A contract offer will be made as a Contract staff member, pursuant to Article 3a) of the Conditions of Employment of other Servants of the European Communities, for an initial period of three years, with the possibility of renewal. The probationary period is 9 months.

The successful candidate will be recruited in **function group II (FG II)**. The grade (4 or 5) will be determined in accordance with the years of professional experience. **As an indication, the basic monthly salary, before any deductions or allowances for FG II (grade 4 step 1) is currently 1883,05 €.**

For further information on remuneration for contract agents, visit:

[http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm).

In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

The European Institutions have their own social security and pension scheme.

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, 'Fusion for Energy' may also reimburse various expenses incurred on recruitment, notably removal expenses.

The place of employment is **Barcelona, Spain**.

For reasons related to the 'Fusion for Energy's operational requirements, the candidate will be required to be available at short notice.

#### **5. SELECTION PROCEDURE**

A Selection Committee will be set up for the selection process. The eligibility of candidates will be assessed by the Committee according to compliance with all formal requirements by the closing date for the submission of applications. Any applications which do not meet the requirements specified in a vacancy notice (i.e. incomplete applications, applications submitted after the deadline or which do not meet the detailed criteria listed under 'the eligibility criteria') will be rejected.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for an interview, which will be held mainly in English. Candidates invited for an interview will be requested to present for verification all documents supporting every educational achievement and work experience they have referred to in the application.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview sessions will be held in **Barcelona, Spain**.

**Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.**

After the interviews, the Selection Committee will draw up a reserve list with the most suitable candidates, which will be adopted by the Appointing Authority and will be valid until 31 December 2011 and may be extended. As soon as this decision is taken, successful candidates will be informed. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of 'Fusion for Energy', on proposal by the Selection Committee. If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

## **6. GENERAL INFORMATION**

### **Commitment to promote equal opportunities**

'Fusion for Energy' is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

### **Approximate timetable**

As a rough guide only, the selection procedure can take up to 6 months from the date on which it was published to establishment of a reserve list.

### **Communication with applicants**

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to :

[hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

In order to check the status of selection procedures, applicants are invited to follow the update on the Closed positions page within the Job Opportunities page of 'Fusion for Energy' – [http://www.fusionforenergy.europa.eu/7\\_closed\\_job\\_opportunities.htm](http://www.fusionforenergy.europa.eu/7_closed_job_opportunities.htm)

### **Reimbursement of travel expenses**

Travel expenses incurred for interviews and medical examinations will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letters inviting to an interview or a medical examination.

### **Protection of personal data - Privacy notice**

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: [Resources-Controller@f4e.europa.eu](mailto:Resources-Controller@f4e.europa.eu)

## **7. SUBMISSION OF APPLICATIONS**

The online application process starts upon clicking “**CLICK TO APPLY**” next to a vacancy of your interest on the Open Positions page:

[http://www.fusionforenergy.europa.eu/7\\_open\\_job\\_opportunities.htm](http://www.fusionforenergy.europa.eu/7_open_job_opportunities.htm)

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account at the following web address: <https://jobs.f4e.europa.eu>

**Please note that the online e-recruitment application tool is the only acceptable means of sending in job applications.**

Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and the candidates are requested to submit the following 2 documents:

- A detailed curriculum vitae in **European format** in **English** (that can be obtained at the following address:  
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>
- A motivation letter of 2 pages maximum in English including a clear mention of the post applied for and of your address for correspondence and for invitation to interview

**Applications must be complete and validly submitted by the closing date for submission of applications:**

**19/05/2010 at 12h00 noon, Barcelona GMT+1.**

**In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please make a screenshot and send it to [e-recruitment@f4e.europa.eu](mailto:e-recruitment@f4e.europa.eu). It is the responsibility of the applicant to inform ‘Fusion for Energy’ about any technical problem without delay within the deadline mentioned above.**

**Please, do not send any supporting documents** (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) **with your application at this stage if not specified in the Vacancy Notice.**