

VACANCY NOTICE

Office Clerk

Closing date for applications: 25/09/2020 - 12:00 noon (Barcelona time)

Reference	Grade	Location
F4E/CA/FGII/2020/0131	Contract Agent, FGII	Cadarache, France ⁱ

Fusion for Energy (or F4E) is looking for a highly motivated and experienced to work in the Corporate Services Unit.

IS THIS JOB FOR YOU?

Would you be excited to work on a multi-billion euro development project? Do you want a challenge?

The Corporate Services unit will play a key role in supporting the organisation in contributing to the largest nuclear fusion reactor in the world.

The role in question will entail a wide range of responsibilities and will allow the person to expand their professional experience.

WHY F4E?

F4E, a European Union Joint Undertaking, headquartered in Barcelona, specifies and manages the production of the European contribution (45%) to ITER. This research fusion reactor being built in Cadarache, France, will be a major leap towards clean and sustainable generation of abundant base load energy, complementing renewables.

ITER is one of the largest construction projects in Europe and the world's largest scientific partnership. ITER brings together seven parties that represent half of the world's population – the EU, Russia, Japan, China, India, South Korea and the United States.

To find out more about F4E, visit us at <https://f4e.europa.eu/>

THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY

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<http://fusionforenergy.europa.eu>

THE JOB

The Officer Clerk will be responsible for ensuring logistical support in our Cadarache premises while also providing central support to the organisation.

The Office Clerk will also be expected to play an active role in the smooth day to day running of F4E's offices.

The Office Clerk will report to the Head of the Corporate Services Unit.

YOUR KEY RESPONSIBILITIES

1.1. The successful candidate will:

- register and follow up invoices on the different platforms (ABAC, IO database,...);
- follow up the budget related to Corporate Services in Cadarache;
- draft Purchase Orders;
- take deliver, collect, sort, register and deliver incoming mail in the document management platform;
- manage express mail services and the Diplomatic Pouch;
- give support for the organisation of VIP meetings or visits and or catering requests;
- manage the CSU Cadarache functional mailboxes;
- provide basic administrative duties and give assistance such as archiving, filing, scanning, copying and reproducing documents.

1.2. The successful candidate will also:

- launch requests for access badges to the ITER site for F4E staff based in Cadarache and their visitors;
- launch and follow up requests related to Facility management;
- order, track, follow-up and distribute the office supplies;
- manage the booking of meeting rooms for meetings, trainings, selections, etc.;
- follow up the renewal of permanent badges;
- manage the F4E service cars (booking, maintenance, cleaning, tolls, fuel, etc.);
- act as Operational Initiating Agent (OIA) for initiating commitments and payments, validating the invoices, recording payments for budgetary consumption.

WHAT CAN WE OFFER YOU?

Life in Cadarache (Provence, South of France)

Cadarache is the site of the largest technological research and development center for energy in Europe including CEA research activities and ITER. Located in the French region of Provence, Cadarache is about 40 km from Aix-en-Provence and 60 km from Marseille. The South of France is blessed with a very privileged living environment and a mild and sunny climate. Located between the Southern Alps and the Mediterranean, Cadarache and the surrounding area offers every conceivable sporting, leisure and cultural opportunity. The area is served by the international Marseille-Provence

Airport and the national high-speed train (Aix-en-Provence TGV).

Salary and benefits

As an indication, the basic monthly salary, for grade CA FGII (grade 4) is currently €2154.58. 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 salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where the successful candidate needs to relocate, F4E would normally reimburse removal expenses.

F4E has agreements with a wide range of international schools to support access to schooling for the children of F4E staff.

For further information on remuneration, please visit the dedicated page on [F4E's website](#).

F4E makes every effort to develop the competences of its staff in order to actively and significantly contribute to the achievement of its goals as well as to enhance their career prospects.

Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 19 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, death of a close relative etc.

WHAT ARE THE SELECTION REQUIREMENTS?

A. ELIGIBILITY CRITERIA

A1. General requirements

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 citizenⁱⁱ.
- Have fulfilled the obligations imposed on him/her by the laws of their home country concerning military service.
- Produces the appropriate character references as to his/her suitability for the performance of his/her duties.
- Be physically fit to perform their dutiesⁱⁱⁱ.

A2. Education / Experience^{iv}

On the closing date for registration, the candidate must have:

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.

A3. Language Skills

The candidate must produce evidence of a thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of his duties. One of the two languages must be English.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- Proven working experience of at least 2 years in at least 6 points of the responsibilities mentioned above on point 1.1;
- Working experience in a European or international environment;
- Good knowledge of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

In addition to the above, the following criteria will be taken into account:

- Good command of both written and spoken French;
- Good command of both written and spoken Spanish.

B3 Competencies

The following competences will also be assessed:

- Ability to work under conditions that require considerable flexibility and stress resistance;
- Good problem-solving client/service orientation;
- Strong communication and interpersonal skills;
- Ability to work both autonomously and in a team;
- Ability to integrate into an international and multicultural environment.

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: <https://jobs.f4e.europa.eu/>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the documents mentioned below.

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 Europass Curriculum Vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

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

no later than 25/09/2020 at 12h00 noon Barcelona time.

Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

‘Fusion for Energy’ as the body responsible for organizing the selection process, will ensure that applicants’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. 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.

Applicants have the right to access and rectify their data. To update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please login into your e-recruitment profile before the deadline for submission of the applications elapses.

After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only.

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: hr-selections@f4e.europa.eu.

It is the responsibility of the applicant to inform F4E 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.

CONDITIONS OF EMPLOYMENT

Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position. The candidate(s) placed on the reserve list may be recruited in the grade CA FGII on a contract with an initial duration of three years, with possibility of renewal. The established reserve list may be used to fill other similar positions at the same grade for the same or different durations, depending on business needs and budgetary availability, and at any of the F4E working locations.

The number of successful candidates sought for this reserve list is **four**^v.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The validity of the reserve list is **31/12/2021** but this can be extended.

The probationary period is 9 months.

For more information on the selection process of Contract Agents and on the contractual and working conditions, please, refer to the "[Guide for applicants](#)" published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

ⁱ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

ii 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.

iii Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 12(2) (d) of the Conditions of employment of other servants of the European Communities.

iv 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.

v The Selection Board will draw up the reserve list. Subject to availability of sufficiently good candidates, the list will be populated up to the number of successful candidates sought and stipulated in the vacancy notice. Eligible candidates who have been shortlisted for further testing and have obtained the highest overall marks following the assessment will be listed alphabetically. Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.