

VACANCY NOTICE
F4E/CA/FGIII/2013/0082
(Contract Agent – FGIII)

POSITION TITLE	PROCUREMENT AND PAYMENT ASSISTANT SUPPORT STAFF - FIDIC CONTRACTS (F/M)
GRADE	FGIII
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	09/07/2013

1. THE ORGANISATION

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' or F4E) plays 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 and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In its role as the Euratom Domestic Agency for ITER, F4E:

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

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E:

- Provides components, equipment and other resources for the Broader Approach (BA);
- Coordinates Euratom's participation in the Broader Approach implementation ;
- Provides for the implementation of associated R&D activities;
- Provides the Euratom financial contribution to the Broader Approach;
- Arranges 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), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at <http://fusionforenergy.europa.eu>

2. RESPONSIBILITIES

As a member of the Contracts and Procurement Unit within the Administration Department of Fusion for Energy, the Procurement and Payment Assistant for FIDIC Contracts will support the responsible colleagues in the preparation, management and follow-up of commitment, procurement and payment documentation.

The successful candidate will, among other tasks:

- Assist to the verification of Interim Payment Certificates and invoices of FIDIC Contracts;
- Assist in the implementation of price indexation of FIDIC Contracts;
- Provide support in the requests for budgetary commitments;
- Support in drafting of payment provision and payment schedules for FIDIC Contracts;
- Assist in review and management of Performance and Advance Payment Guarantees related to FIDIC Contracts.
- Perform general financial /budgetary tasks in relation with the FIDIC Contracts

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.¹
- 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 duties².

A2. **On the closing date for registration** the candidate must possess:

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 3 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.

¹ 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.

² 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.

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 duties³.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- At least 3 years of proven working experience in two or more of the tasks described under point 2 of the vacancy notice (in section “Responsibilities”);
- Strong computer literacy (MS Office);
- Ability to work as part of a team;
- Ability to perform duties with speed and accuracy, according to set schedules;
- Strong organisational and analytical skills;
- Client/service orientation and strong communication skills;
- Very good numeracy and accuracy skills with strong attention to detail;
- Very good command of both written and spoken English, the main working language of the ITER Project.

B2 Advantageous Selection Criteria

- Proven working experience in at least one additional task described under point 2 of the vacancy notice (in section “Responsibilities”);
- Knowledge of Spanish and/or French;
- Knowledge of the general legal framework and procedures of European Public Procurement;
- Good interpersonal skills;
- Working experience in an European or international environment.
- Working experience in ABAC (Accrual Based Accounting it-tool used by the European Commission for the management of the EU budget).

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 III (FG III)**. The grade (8, 9 or 10) 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 III (grade 8 step 1) is currently 2.457,08€.**

³ In addition, staff members are required to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules in order to be considered for their first promotion.

For further information on remuneration for contract agents, visit:

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**.

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places: Garching (Germany) or Cadarache (France).

For reasons related to the 'Fusion for Energy' 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 and will proceed with the following stages of the selection process:

Assessment of applications:

The assessment of the applications by the Selection Committee is a pre-selection stage. It will be based on the above-mentioned eligibility criteria (point 3A) and selection criteria (point 3B1), and is intended to establish whether the applicant meets all the mandatory eligibility and selection criteria as well as all formal requirements laid down in the application procedure by the closing date for the submission of applications. Any application which does not meet these requirements will be rejected.

The relevance of eligible candidates' applications will be assessed on the basis of their motivation letter and CV.

Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for the oral and written tests.

Once the list of candidates to be invited to the written and oral tests has been drawn up, all the candidates, invited and not invited, will be informed via email of the outcome of the assessment process.

Further details will be specified in the invitation letter sent by email to each invited candidate with the details of the date, time and address of their written and oral test appointments.

The date for the written and oral tests scheduled by Fusion for Energy cannot be changed at the candidate's request.

Depending on the number of candidates, they may be invited for practical reasons to take the oral and written tests on the same day or in few days in a row.

Selection

a) Oral test:

The oral test is designed to help the members of the Selection Committee to assess the candidate's:

- General presentation and motivation
- Suitability to carry out the duties described above under the point 2
- Specialist knowledge in the field of expertise
- Capacity of expression in the working languages of Fusion for Energy
- Ability to adjust to working in a multicultural environment

b) Written test:

The written test will consist of the following components, in accordance with the level and profile of the position advertised:

Specific competencies with reference to the profile, assessing the quality of the writing style and presentation

General aptitudes and language abilities to the extent necessary for the performance of the duties

Specific practical skills (such as office software skills), could be tested through practical tests.

Procedural aspects of the tests

The final assessment of applicants will be completed only after all candidates have completed both the written and oral test and will be based on the score achieved in both tests.

Candidates invited to the oral and written test will be requested to present for verification copies of all documents supporting every educational achievement and work experience they have referred to in the application. Prior to contract signature, the successful candidate(s) will be required to provide original versions of the documents.

The written and oral tests will be held in English, 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.

At the end of the selection procedure, the Selection Committee will draw up a reserve list placing a maximum of 5 most suitable candidates.

The reserve list will be valid until 31 December 2014 and its validity may be extended. Candidates placed on the reserve list will be informed of such extensions.

Please note that inclusion in the reserve list does not guarantee recruitment.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a certificate issued by an appropriate authority confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.

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.

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.

Indicative timetable for selections

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.

The different stages of the selection procedure are the following:

Publication of the Vacancy Notice

For Temporary Agents positions the publications should stay online at least 20 working days (4 weeks).

The screening of applications

From 3 to 5 weeks for the selections with less than 50 applications

From 6 to 8 weeks for the selections with more than 50 applications.

Invitation and rejection letters

The formal invitation letters are sent by email at least 3 weeks before the oral and written tests date. Not invited candidates are informed on the same time on the outcome of the screening process.

Oral and written tests

From 2 to 3 weeks

Deliberations

From 1 to 2 weeks

Endorsement of the Reserve list

From 1 to 2 weeks

Communication to candidates on the final outcome of the selection

From 1 to 2 weeks

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

Reimbursement of travel expenses

Travel expenses incurred for interviews will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letter inviting to an interview.

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.

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.

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

Appeal and Complaint procedures

Applicants that consider that he/she has been adversely affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our website.

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://fusionforenergy.europa.eu/careers/vacancies/Default.aspx>

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 09 July 2013 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

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.**