

VACANCY NOTICE

POSITION TITLE	REPORTING AND COMMITTEE ASSISTANT SUPPORT STAFF (F/M)
SELECTION REFERENCE	F4E/CA/FGIII/2013/0083
GRADE	CONTRACT AGENT – FGIII
LOCATION	BARCELONA, SPAIN
RESERVE LIST – MAXIMUM NUMBER	3
VALIDITY OF THE RESERVE LIST	31/12/2014
CLOSING DATE FOR APPLICATIONS	19/09/2013 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

As member of the Communications and Stakeholder Relations Unit, the Reporting and Committee Assistant Support Staff member will be responsible for all matters related to the preparation of reports and coordination of support for the Committees including the Governing Board, Bureau, Administration and Finance Committee and Audit Committee as well as other communication and stakeholder relation activities.

The successful candidate will, among other tasks:

- Assist in the preparation of F4E's Annual Report, Bi-Monthly Reports and other high-level reports by collating contributions, editing and proof-reading;
- Produce the publication quality versions of F4E's Annual Report, Bi-Monthly Reports and other high-level reports;
- Assist in the organisation of Committee meetings at F4E including the Governing Board, Bureau, Administration and Finance Committee and Audit Committee;
- Assist in the production of high quality and accurate minutes of the above-mentioned Committee meetings in English within strict deadlines;
- Oversee the related budget lines and manage the timely reimbursement of costs and payment of indemnities for the Chairs and Members of Committees;
- Assume responsibility for the timely distribution of confidential Committee documents paying due attention to data protection requirements;
- Manage the electronic archiving and approval processes for all committee related documentation;
- Manage the content of the F4E's committee intranet and public internet page(s) including the timely publication of their decisions in accordance with transparency requirements.

2. 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 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 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.

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

- Proven professional working experience of at least 3 years relevant to the responsibilities described under section 2;
- Solid experience in the preparation of complex technical reports using Adobe InDesign desktop publication software;
Important: To support this criterion, applicants must include with their motivation letter a list of reports that they have recently prepared with Adobe InDesign or similar.
- Proficient knowledge and experience in Microsoft Office, Adobe Acrobat Professional and electronic document management systems (e.g. SharePoint);
- Proven experience in the organization of meetings of committees and drafting of minutes from those meetings;

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 82(3)(d) of the Conditions of employment of other servants of the European Communities.

- Proven skills in editing and proof-reading texts;
- Proven experience of drafting accurate minutes from meetings;
- Strong organizational skills;
- Good communication and analytical capabilities;
- Ability to work under pressure within tight deadlines.
- Excellent command of both written and spoken English, at the level of a native speaker;

B2. Advantageous Selection Criteria

- Formal training in Adobe InDesign;
- Familiarity with other Adobe Creative Suite software (i.e. Photoshop, Illustrator etc.) and web-editing tools;
- Experience of using the Document Management System (IDM) for the archiving of documents as well as managing review and approval processes;
- Familiarity and training with EU financial working procedures and expenditure lifecycle including the ABAC accounting system;
- Knowledge of EU data protection requirements and experience of drafting privacy notices and notifications to EDPS according to the requirements of Regulation 45/2001;
- Familiarity with the terminology associated with fusion, the ITER project, the Broader Approach projects, the European Union and public procurement;
- Working experience in EU Institutions and/or Bodies;
- Working experience in a European or international setting.

3. 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.

For more information on the selection process of Contract Agents and on the contractual and working conditions, please, refer to:

- **Guide for Applicants:**
<http://fusionforenergy.europa.eu/careers/Documents/Annex%20to%20the%20VN.pdf>

- **Conditions of employment of Other Servants of the European Communities:**
<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/1962/R/01962R0031-20060701-en.pdf>

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€.**

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.

By way of an example and only as an indication, please see below the example of the monthly salary for a couple with 2 children including expatriation allowance (16%), dependent child (2 children under 6 years) allowance for 2 children:

FGIII/ grade 8/ step 1: 3.701,08€ net salary (including allowances, after taxes and pension contribution).

In addition, F4E offers social benefits with regards to schooling and a health insurance 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.

4. 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 19/09/2013 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.