

VACANCY NOTICE

LEGAL SUPPORT OFFICER

Closing date for applications: 16/07/2020 - 12:00 noon (Barcelona time)

Reference	Grade	Location
F4E/CA/FGIII/2020/0130	Contract Agent, FGIII	Cadarache, France ⁱ

Fusion for Energy (or F4E) is looking for a highly motivated and experienced professional to work in the ITER Site and Buildings Legal Affairs Group of the Legal Service Unit at the ITER Site.

IS THIS JOB FOR YOU?

Are you passionate about law, legal language or contracts? Do you think out of the box? Are you ready to challenge yourself to grow in various directions at once?

We offer a unique opportunity to quick start or accelerate your career by gaining in-depth hands-on experience in aligning conflicting multi-party interests by appropriately structuring and procuring megaprojects within a stringent regulatory framework.

Besides the invaluable professional experience that you can gain at F4E as an EU body, working at the ITER Site will specifically provide you day-to-day exposure to interacting with the ITER supply chain, to mastering the soft skills required to raise issues of importance, to navigating successfully in an international, multicultural technology megaproject and to finding and working out first-of-a-kind solutions to complex legal and commercial problems.

You will be welcomed, supported and encouraged by a team of outstanding legal professionals who continuously raise the bar while taking good care of its members' professional and personal development.

If you have a genuine interest in rapidly developing in-depth knowledge in the ITER Project framework, standard forms of construction contract, collaborative contracting and insurance concepts, and claim assessment methodologies, this job may be the right fit for you.

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.

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

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<http://fusionforenergy.europa.eu>

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 JOB

The ITER Site and Buildings Legal Affairs Group within the Legal Service Unit is looking for its new member to join a team of outstanding legal professionals in Cadarache, France, who are accountable, open-minded, fair and supportive. Our mission is to act as enabler to the successful delivery of the ITER project on time and against cost with the appropriate level of quality and scrutiny required by publicly funded nuclear projects while effectively protecting the F4E interests within and outside the organisation in its legal, regulatory and contractual relationships.

As a full member of the ITER Site and Buildings Legal Affairs Group within the Legal Service Unit, the Legal Support Officer will report to the ITER Site and Buildings Legal Affairs Group Leader.

The successful candidate will, within the responsibilities of the ITER Site and Buildings Legal Affairs Group, provide support to the Legal Officers in the delivery of high quality, timely and added value legal, compliance, contract and procurement, and strategic advice taking into account the F4E regulatory framework. He/she will also be expected to contribute to the achievement of proportionate improvements, to inspire stakeholder confidence and to create a culture of inclusiveness and excellence within and beyond the organisation.

YOUR KEY RESPONSIBILITIES

Within the responsibilities of the ITER Site and Buildings Legal Affairs Group, the successful candidate will, under the supervision of a Legal Officer, provide legal support to plan, organise, execute and follow up operational and administrative tasks primarily related to the:

- Administration of the F4E FIDIC-based works contracts and the related service contracts at operational level, including preparation of communications, replies to letters, preparation and handling of approval workflows, finding and compiling the right information that enables informed interpretation of rights and obligations, proposal for balanced legal advice;
- Assessment of the Contractor's claims under the F4E FIDIC-based works contracts, including finding and compiling the right information that enables informed and compliance assessment, establishment of causal link and eventual entitlement, understanding of financial explanation and schedule assessment, verification of proof and evidence provided to quantify entitlement, proposal for succinct conclusions;
- Development, coordination, implementation and management of the F4E insurance policies in the field of ITER buildings construction (including property damage and decennial insurance) and transportation, including related budgetary planning, financial follow-up and insurance claims handling;
- Establishment and the maintenance of the ITER Panel of Adjudicators as a dispute-resolution forum and the procurement, implementation and management of the related service and expert contracts, including related budgetary planning, financial follow-up, site visit preparation and organisation and preparation and archiving of meetings records;

- Procurement, preparation, drafting, negotiation and implementation and management of the legal service contracts, including related budgetary planning and financial follow-up;
- Establishment and management of a knowledge sharing, legal research, document and archiving system, and preparation of legal newsletters;
- Development and implementation of data protection guidelines specific to the ITER Site, in collaboration with the Data Protection Officer, in compliance with Union law.

In addition, among other tasks, he/she may be involved by providing legal support to plan, organise, execute and follow up operational and administrative tasks, under the supervision of a Legal Officer, in the files related to the:

- Preparation, drafting, negotiation and implementation of the arrangements entered into between F4E and the ITER Organization with respect to site area management;
- Establishment and implementation of a site access procedure in compliance with Union law and French labour and immigration laws;
- Establishment and implementation of a subcontracting acceptance procedure in compliance with the F4E Financial Regulation and French subcontracting law;
- Implementation of the F4E health and safety policy in Cadarache in compliance with French health and safety laws;
- Development and implementation of organisational, process or methodological improvement initiatives, with special respect to variations and change management, and contract administration;
- Roll-out and implementation of DACC within the BIPS Project Team;
- Development and maintenance of the F4E FIDIC-based works model contract, the F4E alliance model contract, and the F4E architect engineer / support to the owner service model contract;
- Procurement, preparation, drafting, negotiation and implementation of the contracts F4E enters into in relation to the ITER buildings construction;
- Drafting of the FIDIC Engineer's determinations and the Employer's claims under the F4E FIDIC-based works contracts, and the F4E submissions in the adjudication proceedings under the F4E FIDIC-based works contracts;
- Establishment and implementation of the global transportation and logistics scheme.

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 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 FGIII (grade 8) is currently €2,758.47. 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

- At least 3 years of proven professional experience, out of which:
 - At least 9 months of proven professional experience in construction or complex engineering contract administration (works and/or related services) at operational level, containing extensive insurance schemes (property damage and/or decennial insurance);
- Good knowledge of:
 - EU public procurement procedures and regulations, and
 - FIDIC Red Book (1999, 1st edition) and FIDIC Yellow Book (1999, 1st edition).
- Excellent command of both written and spoken English;
- Good computer literacy (MS Office).

B2 Advantageous Selection Criteria

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

- Proven professional experience in the area of legal advice/consultancy services (e.g. as paralegal, legal assistant, legal secretary or other similar function);
- Proven professional experience in EU public procurement, EU data protection or EU posted worker regulations;
- Excellent command of both written and spoken French;
- Good knowledge of the ITER Project framework and the framework of the European contribution thereto;
- Good knowledge of the general legal framework and procedures of the European Union institutions, agencies or bodies;
- Good knowledge of standard claim assessment methodologies (such as the Society of Construction Law's Delay and Disruption Protocol).

B3 Competencies

The following competences will also be assessed:

- Good communication, negotiation and drafting skills with a focus on client/result-oriented service;
- Good organizational skills and ability to work individually and as part of a team as well as proactively and under pressure;
- Ability to perform duties with speed and accuracy, according to set schedules and to integrate into an international and multicultural environment;
- Good analytical capabilities.

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 16/07/2020 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 FGIII 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 **five**ⁱ.

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.