



VACANCY NOTICE

Administrative Support Officer

Fusion for Energy (F4E) is hiring an Administrative Support Officer who will play a key role in furthering F4E's contribution to the construction and operation of ITER, the largest fusion energy device/machine in the world.

| Reference | Grade | Location | Closing date |
|------------------------|----------------------|-------------------------------|-------------------------------|
| F4E/CA/FGIII/2021/0139 | Contract Agent FGIII | Barcelona, Spain ⁱ | 22/03/2021 - 12:00 noon (CET) |

Is this job for you?

If you want to make a difference to the future of sustainable energy and would like to work on a multi-billion euro first-of-a-kind development project, this job is for you.

We are looking for someone who has previous experience in a similar role. Discretion, client service orientated attitude, excellent communication and interpersonal skills are some of the key traits of the successful candidate.

Several hundred industrial partners are currently under contract, designing and manufacturing complex (unique/one-off) components, with an annual expenditure in the order of 1 billion € per year. The permanent improvement of an already high quality standard throughout the supply chain is of greatest importance to F4E, both from a nuclear safety regulatory perspective, and to ensure confidence that the gigantic systems will perform to its specifications, making ITER a success.

Why F4E?

F4E, a European Union Joint Undertaking headquartered in Barcelona. It specifies and manages the production of the European contribution (45%) to ITER. This research fusion machine/device, currently under construction in Cadarache, France, will constitute a major leap towards a clean and sustainable generation of abundant base load energy, complementing renewables. To find out more about F4E, visit us at <https://fusionforenergy.europa.eu/>.

Your key areas of impact

The Administrative Support Officer will perform administrative tasks for one of the teams at F4E contributing to the smooth administration and organisation of F4E. Their responsibilities will cover the following:

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

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<http://fusionforenergy.europa.eu>

- Assist in the coordination of the superior's (e.g.:Head of Unit/Head of Department) calendar, organise and co-ordinate meetings and appointments for managers or colleagues in the Department;
- Provide general administrative support to the Unit/Department (preparation of meetings, working documents, reports and other related documents and ensure an appropriate follow up of the meetings and its actions, take and distribute meeting minutes and related documents (technical specifications, reports, etc.);
- Support in the management and archiving of documents of the Unit/Department, budgetary and legal approvals and seek to optimize administrative processes;
- Scheduling and prioritising actions/activities on behalf of the Head of Unit/Head of Department and preparing responses and/or ensuring appropriate follow-up;
- Ensure good information flow and circulate information adequately of diverse and confidential nature within the organization in order to assist the Head of Unit/Head of Department in the performance of their duties and keep relevant staff informed/updated;
- Organise travel and process reimbursement requests;
- Coordinate as relevant with other Management's administrative assistants;
- Handle on behalf of the Head of Unit/Head of Department the approval of travel, leave requests, time sheets of staff reporting directly to the superior;
- Support in the coordination of training such as team events and contribution to logistics (moves, arrivals and departures of colleagues).

What can we offer you?

Life in Barcelona

Barcelona offers professionals and families a high quality of life. It has a year round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

Salary and benefits

As an indication, the basic monthly salary, for grade CA FGIII (grade 8) is currently €2,777.78. 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 contract agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

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 +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

How will we evaluate your application?

A Eligibility Criteria - you can apply if:

A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizenⁱⁱ.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.
4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your dutiesⁱⁱⁱ.

A2. Your Education & Experience are in line with our requirements^{iv}

On the closing date of the application process, you 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. Your Language Skills are developed

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

B Your Qualifications and Experience

B1. It is essential that your professional history cover the following areas

- Proven professional experience of at least 3 years in relation with at least half of the responsibilities covered by *'your key areas of impact'*;
- At least 3 years of proven professional experience as an assistant to a middle or senior manager;
- Proven professional experience working with arranging business travel and travel management systems, organising meetings and organising events;
- Experience in the preparation of complex administrative documents in relation with the responsibilities covered under *'your key areas of impact'*;
- Very good knowledge and experience in MS Office and electronic management of documents.

B2 Advantageous Selection Criteria

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

- At least 1 year of proven professional experience in at least half of activities described under *'your key areas of impact'* in EU Institutions and/or Bodies;

- Experience in working with high-level representatives from the public or private sector;
- Knowledge of Spanish, French or /German.

B3 Competencies

The following competences will also be assessed:

- Outstanding organisational skills and ability to manage priorities, work under pressure, meet tight deadlines with high quality and adapt to variable work schedules;
- Good sense of initiative and proactive attitude;
- Excellent interpersonal skills at all levels of hierarchy and strong communication skills;
- Client service oriented attitude;
- Strong analytical and problem-solving skills and an eye for detail;
- High level of discretion and tact to handle confidential and sensitive matters;
- Excellent team-spirit and positive attitude.

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/>

You must register your application 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 submitting/sending in job applications. You are responsible for keeping your e-mail addresses and personal details up to date in your profile in F4E online application tool.

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

- A detailed Europass Curriculum Vitae in **English** (can be obtained at the following address: <https://europa.eu/europass/en/create-europass-cv>)
- 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 22/03/2021 at 12h00 noon Barcelona time.**

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to hr-selections@f4e.europa.eu. It is your responsibility to inform F4E about any technical problem immediately, 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.

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](#).

We are committed to Diversity & Inclusion

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.

How is your data protected?

‘Fusion for Energy’ as the body responsible for organizing the selection process, will ensure that your 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.

You have the right to access and rectify your 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.

Vacancy published on F4E website on 22/02/2021.

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 their 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.