

VACANCY NOTICE
F4E/CA/FGIV/2010/0039
(Contract Agent – FG IV)

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| POSITION TITLE | PRIMAVERA PLANNING ASSISTANT (F/M) |
| FUNCTION GROUP | IV |
| LOCATION | BARCELONA, SPAIN |
| CLOSING DATE FOR APPLICATIONS | 16/04/2010 |

1. THE ORGANISATION

With a budget of around €4 billion for the first ten years, the European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy') will play 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, the Broader Approach Agreement with Japan as well as to prepare for demonstration fusion reactors.

In its role as the Euratom Domestic Agency for ITER, 'Fusion for Energy' will:

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

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, the Joint Undertaking will:

- Provide components, equipment and other resources for the Broader Approach;
- Coordinate Euratom's participation in the Broader Approach implementation ;
- Provide for the implementation of associated R&D activities;
- Provide the Euratom financial contribution to the Broader Approach;
- Arrange 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), the Joint Undertaking will implement a programme of research, development and design activities.

For further information about the structure and tasks of 'Fusion for Energy' please consult the website at <http://fusionforenergy.europa.eu>

2. JOB DESCRIPTION

The Primavera Planning Assistant will work in the F4E Project Office, which is part of the ITER Department. He/she will report directly to the Planning & Scheduling Group Leader.

His/her work will include:

- Development of Primavera detailed WBS schedules in coordination with related Technical Responsible Officer and Procurement Responsible Officer (Joint Team);
- Development of Primavera Procurement Arrangement schedule including, in a fully logics driven structure, credit-allocation-system, hold point, authorization-to-proceed and notification point milestones;
- Assistance, as member of the Planning & Scheduling Group, in managing schedule & budget related interfaces with the F4E Contract & Procurement Department;
- Assistance in carrying out schedule risk analyses in support to the F4E risk management system;
- Fulfill periodic tasks according to F4E Planning & Scheduling (P&S) internal procedures & to the ITER P&S Manual as, e.g., schedule progressing data date, inter-project links management, activity dictionary cross-checking, earn value management, schedule analysis of the deviation from first and second baseline, schedule analysis of the float distribution and parametric analysis of local critical path;
- Assist P&S Group Leader in managing budget estimates at level of contractual activities;
- Contribute in preparing standard P&S reporting to F4E management;
- Participation to F4E internal meetings, in particular: P&S Group meeting, Project Office meeting, ITER Department planning meeting;
- Participation to international meetings, as, e.g., ITER P&S Working Group meeting and Integrated Project Schedule (IPS) workshops.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

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.

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.

- A2. On the closing date for registration, the candidate must possess the following minimum qualifications:

A level of education which corresponds to completed university studies of at least three years attested by a diploma

AND

In addition to the above, appropriate professional experience of at least one year, acquired after the university degree.

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. SELECTION CRITERIA

B1 Essential

- University degree;
- Certified working experience with Oracle Primavera planning tool;
- Good working knowledge of Oracle Risk Analysis (ex Pertmaster) analysis tool;
- Good interpersonal skills and ability to integrate into an international and multicultural environment;
- Good working knowledge of English, the main working language of the organization.

B2 Advantageous

- University degree in engineering or related subject;
- Oracle Primavera training course certifications;
- Oracle Risk Analysis training course certifications;
- Oracle Database training course certifications;
- Knowledge of fusion-based experimental devices, ITER machine in particular;
- Working experience in a European or international environment.

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 IV (FG IV)**. The grade (13, 14 or 16) 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 IV (grade 13 step 1) is currently 3.086,25 €.**

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**.

For reasons related to the 'Fusion for Energy's operational requirements, the candidate will be required to be available at short notice.

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.

5. SELECTION PROCEDURE

A Selection Committee will be set up for the selection process. The eligibility of candidates will be assessed by the Committee according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates who meet all essential selection criteria and have the best profiles for the specific needs will be invited for an interview, which will be held mainly in English. A practical test with Oracle Primavera will be carried out as integral part to the interview.

The interview will focus in particular on the candidate's specialist knowledge in the field of the selection and his/her knowledge of the main developments in European integration and Community policies. The interview is also designed to evaluate his/her linguistic skills and ability to adjust to working in a multicultural environment.

The interview session will be held 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.

After the interviews, the Selection Committee will draw up a reserve list with the most suitable candidates, which will be adopted by the Director of 'Fusion for Energy' and will be valid until 31 December 2011 (validity may be extended). As soon as this decision is taken, successful candidates will receive an information letter. However, candidates should note that inclusion in the reserve list does not guarantee recruitment.

Please note that a binding commitment can only be made after verification of all conditions and will take form of a contract signed by the Director of 'Fusion for Energy', on proposal by the Selection Committee.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

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. SUBMISSION OF APPLICATIONS

Each application shall contain the following documents:

- A detailed curriculum vitae in **European format in English** (that can be obtained at the following address: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>)
- Proof of previous professional experience certifying working experience with Oracle Primavera planning tool
- A motivation letter of 2 pages maximum in English including a clear mention of the post applied for and of your address for correspondence and for invitation to interview

These three documents should be sent, specifying the position title and reference of vacancy notice, by electronic mail only to:

f4e-ca2010-0039@f4e.europa.eu

Please, note that only complete applications containing the above-mentioned documents and information required and submitted on time will be taken into account.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.

Do not send supporting documents with your application (i.e.: copies of your ID-card, educational certificates). Candidates invited for an interview will be requested to present copies of their diplomas and proof of their professional experience.

Closing date: Applications must be received no later than 16/04/2010 at 12h00 noon, Barcelona GMT+1