



VACANCY NOTICE

Project Performance Management Support Officer

Fusion for Energy (or F4E) is looking for a Project Performance Management Support Officer, who plays a key role in furthering F4E's contribution to the construction and operation of ITER, the largest solar fusion reactor in the world.

Reference	Grade	Location	Closing date
F4E/CA/FGIV/2020/0134	Contract Agent FGIV	Barcelona, Spain ⁱ	29/01/2021 - 12:00 noon (CET)

Is this job for you?

Are you a passionate Project Performance Management professional? Do you see yourself as an Expert in Project Management competences such as cost, schedule and risks? Would you be excited to work on an international multi-billion euro development project? Do you want a challenge?

The Project Performance Management (PPM) unit will play a key role in the sourcing of F4E's contribution to the largest nuclear fusion reactor in the world by ensuring the projects are led toward the established objectives.

Accountability, proactivity, critical thinking are 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 reactor, 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://f4e.europa.eu/>

Your key areas of impact

As a member of the Project Performance Management (PPM) Unit, the Project Performance Management Support Officer will report to the PPM Head of Unit.

He/she will collaborate (in a matrix organizational structure) with the project teams in implementing and ensuring daily application of world-class project management processes

The successful candidate will, among other tasks:

- Maintain up-to-date the suite of project management plans – project plan, cost, schedule, resources plan, risk register;
- Support cost, schedule and objectives cascading by ensuring appropriate awareness by all team members;
- Monitoring the status on:
 - a. schedule [activities, milestones, interdependencies and critical path]
 - b. costs-spend vs annual budget, EAC
 - c. work progress; actions
 - d. risks
- Prepare associated project management status reports – dashboards, Projects KPI continuous monitoring and analysis;
- Monthly updates of projects schedules and budget/cost by using F4E tools;
- Prepare, assess and follow up of project changes according to the F4E rules and procedures;
- Support the Program Managers and involved F4E functions for periodical external and internal reporting preparation like;
- Support the project manager in his/her accountability to achieve time, cost and performance objectives by identifying deviations from project baseline, proposing preventative/corrective actions and by ensuring their follow up;
- Support the Project Performance Management Head of Unit on specific tasks that contribute to the development of the Project Performance Management team and the PM services offered;
- Support the PPM Head of Unit to coordinate best practice sharing within PPM community, including feedback and lessons learned, thereby contributing to the promotion and development of an improved project management culture in F4E generally and in particular within the supported project team.

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 FG IV (Grade 13) is currently €3,555.98. 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; currently Switzerland.
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 for registration, you must have:

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

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

- University degree in Engineering or equivalent in technical disciplines, or in business management or equivalent;
- Professional experience of at least 3 years, in Project Management and/or Project Control activities in large organisations/companies;
- At least 3 years in total of working experience in at least two of the following project performance fields:
 - a. Risk Management at the level of projects
 - b. Schedule Management at the level of projects
 - c. Cost Management at the level of projects
 - d. Project Monitoring and reporting at the level of projects
- Advance proven experience Project management tools (e.g. Oracle Primavera planning tool);
- Good analytical capabilities.

B2. Advantageous Selection Criteria

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

- Knowledge of scientific and engineering topics relevant to the ITER project;
- Experience in design and manufacturing activities, especially in high technology development environment;
- Experience in buildings design or construction;
- Recognized Project Management certification;
- Working experience in a European or international environment;
- Experience on a nuclear construction project.

B3 Competencies

The following competences will also be assessed:

- Strong communication skills;
- Good organisational skills and ability to work under pressure;

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 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: <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 29/01/2021 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. The number of successful candidates sought for this reserve list is ten.

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 21/12/2020.

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.